

WESTGATE BAPTIST CHURCH

Data Protection & Privacy Notice for Church Members / Regular Attenders Directory & E-mail Notice Sheet

Under Data Protection legislation the Charity Trustees of Westgate Baptist Church are the Data Controller and can be contacted by ringing 01912720647 or email; info@westgatebaptist.org.uk

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. Your name and contact details will be entered into our church database which is held on the church administrator's computer, backed up to Microsoft Cloud, which is password protected and accessed only by the Ministers, Church Trustees and Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

We would like to include your name and contact details in our printed Church Directory which will be distributed to Church Members in hard copy. A copy will also be kept in the church office. If you are happy for your details to be included please indicate where asked to do so on the contact details form. You can ask for your details to be removed from the electronic database at any time but we cannot reasonably recall printed directories.

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the Ministers computer but the password will only be known by the Ministers. This information will NOT be disclosed to anyone else without your consent. You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

We distribute weekly and occasional special notices by email only to those who have opted in using a service called Campayn. The Campayn website is maintained in the Province of Ontario, Canada and only email addresses are shared with this service. You are able to unsubscribe from this distribution list at any time. The full privacy policy for Campayn is available on their website at

<https://westgatebaptist.campayn.com/users/legal?link=privacyPolicy>

WESTGATE BAPTIST CHURCH - Contact Directory Details Form

I have read and the privacy notice overleaf and agree to Westgate Baptist Church holding my personal data for the stated reason. I have indicated below my preferences for the printed directory and email newsletter.

Signed _____

Date _____

		Include in printed directory
Preferred first name		Yes / No
Surname		Yes / No
Address		Yes / No
Postcode		Yes / No
Telephone		Yes / No
Mobile		Yes / No
Names of children under 18 attending WBC		Yes / No
Email		Yes / No
I would like to receive general church notices by email		Yes / No