



Halton Baptist Church: Privacy Notice for Children's Work & Community Groups

Under Data Protection legislation the church Leadership Team of Halton Baptist Church are the Data Controller and can be contacted by emailing secretary@haltonbaptists.org.uk or by writing to the Church Secretary, Halton Baptist Church, Old London Road, Hastings TN35 5LU.

We collect information to enable the church to run our children's work & community groups safely and ensure we can contact you (or another nominated adult) in case of an emergency.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested, then we will be unable to accept your child at our children's work and/or community groups.

The information you supply will either be held in paper form in a securely locked folder which will be kept in a securely locked cupboard in the church, or on our church database which is password protected. Only the Minister, Secretary, Treasurer and the organisation leaders will have access to this information.

The information will be kept for three years from when the form was completed unless a safeguarding incident or concern is raised in which case it will be held for 75 years. If you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending, we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time

If you are concerned about the way your information is being handled, please speak to the Church Secretary using the above details. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Halton Baptist Church: Privacy Notice for Church Suite

Under Data Protection legislation the church Leadership Team of Halton Baptist Church are the Data Controller and can be contacted by emailing secretary@haltonbaptists.org.uk or by writing to the Church Secretary, Halton Baptist Church, Old London Road, Hastings TN35 5LU.

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 password protected and accessed only by the Minister, Church Secretary or other people in leadership roles as required. Your contact details will be removed from the database once you are no longer a Church Member or when you are no longer part of the church community.

Church Member contact details will also be printed off in a directory form and distributed to Church Members who do not have internet access. We will not give copies of this to anyone else.

If you serve Halton Baptist Church as a member of staff or in a key role, then we may pass on your name and contact details to the Baptist Union of Great Britain and/or the South Eastern Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

To enable us to provide adequate pastoral support to you and your family, the Minister/pastoral team may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church database but the password will only be known by the Minister/pastoral team. 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 Secretary. 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 speak to the Church Secretary. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

HBC Privacy Notice for Recording, Uploading or Livestreaming Services or Events

Under Data Protection legislation the church Leadership Team of Halton Baptist Church are the Data Controller and can be contacted by emailing secretary@haltonbaptists.org.uk or by writing to the Church Secretary, Halton Baptist Church, Old London Road, Hastings TN35 5LU.

We are collecting your personal information for the purpose of recording and uploading, or live-streaming services from our church, online, to reach out to those who are unable to attend in person, or who wish to participate in our services remotely.

The categories of personal data we collect are as follows:

- We may capture your image whilst filming the church service;
- By taking part in the service this may indicate your religious belief and this will be treated as special category data.

For these purposes we collect and use personal data using consent. By signing a Consent Form, you are consenting to us using your data for the purposes above.

You may withhold your consent by sitting in a film-free area of the church. Such areas will be clearly marked by notices in the church. Please note that, once live-streaming or filming has started, consent cannot be withdrawn and your data will be on the internet.

You may be asked to give consent for your child's image to be taken and processed by the church in the manner and for the purposes described above.

The original images will be stored securely and used in line with our data protection policy.

If you would like to see your images or you are concerned about the way your information is being handled, please speak to the Church Secretary. If you are still unhappy you have the right to complain to the Information Commissioner's Office.