



DATA PROTECTION PRIVACY NOTICE & CONSENT FORM

We need your permission

Your privacy is important to us and we would like to communicate with you about the church and its activities, plus provide pastoral support where appropriate. In order to comply with the Government's new General Data Protection Regulations (GDPR), which comes into effect 25 May 2018, we need to have your permission to keep your details on our database. We therefore need to receive your completed *Consent Form*.

We realise this may seem tedious, especially as we recently updated the Member Directory and your photographs, but by law, we must now obtain new consent for all data held.

If we do not receive this form back from you, we are legally obliged to remove your details from our database and we will no longer be able to send you information about the church activities, Purley Week, connecting with Home Groups and other groups which you may be interested in. This new law affects everyone in the church, from the ministers to those who only attend occasionally and everyone in between.

If you have any questions, please contact the Church Office by telephone on: 020 8668 0422, or email: office@purleybaptist.org

You can find out more about how we use your personal data by reading our *Privacy Notice* which you can find overleaf, or our full policy available on our website at www.purleybaptist.org/policies. We do not pass on, share, or sell any details you give us to any other organisation or person.



PRIVACY NOTICE

PLEASE TEAR OFF AND RETAIN THIS PORTION

Under Data Protection legislation the church Charity Trustees of Purley Baptist Church are the Data Controller and can be contacted by ringing 020 8668 0422 or emailing office@purleybaptist.org

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 Office computer system, which is password protected and accessed only by the Ministers and church administrators. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain.

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 church 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 Data Protection Officer. 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 with our Data Protection Officer using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Please complete the attached form giving names and contact details as appropriate. Completed forms should be returned via the Internal Postbox in the Church Foyer.

CONSENT FORM

If you would like to be included on any of the following circulation lists, please confirm your consent by ticking one or more of the following.

- I confirm I have read the Purley Baptist Church Privacy Notice.**
- Purley Week** - I would like to receive the Purley Week by email (and minimise our print run).
- Other communications list** - I would like to receive other PBC communications about news and activities including events, meetings and groups, and the Purley & Kenley Churches Together. These communications will also sometimes appear on our website, social media or in print.
- Activities and groups** - I would like to receive information about groups and activities in which I have shown interest. We sometimes work with similar groups in churches within or outside Purley. Occasionally names and photos may appear in newsletters, bulletins or on websites, or social media.
- Rotas and team communications** - If on a rota or part of a church ministry team, my details may be shared with the other members of the team.

Name		Date of Birth
Address		
Email		
Home Phone		
Mobile Phone		
Signature		Date

Please turn over to complete form

Children and Young People under 16: Please just give their name(s) and date of birth if you would like information of children's events.

Name	Date of Birth

Keeping in touch & consent to use images - *Please tick all that apply:*

- I would like to receive communications by email
- I would like to receive communications by telephone
- I would like to receive communications by mobile phone including text message
- I would like to receive communications by social media
- I would like to receive communications by post
- I give consent to the use of my image e.g. Purley Week, website and other publications

CHURCH MEMBERS ONLY - Inclusion of your details in Member Directory

If you are a Church Member, we would like to include your name and contact details in our Member Directory which will be distributed by email to all Church Members and in hard copy as appropriate. Copies will also be kept in the church office. We will not give copies of the Member Directory to anyone else. We will only include you if you give your specific consent for us to do so.

If you are happy for your details to be included, please indicate where asked to do so below. You can ask for all or any of your details to be removed (or amended) at any time.

Please tick all that apply:

- I would like to include my address
- I would like to include my home telephone number
- I would like to include my mobile number
- I would like to include my email address

*Please return completed form to the Church Office
or leave in Internal Postbox in Church Foyer*