



Members and Regular Attendees Privacy Statement

Under Data Protection legislation the church Charity Trustees (i.e. the Elders and Deacons) of Church Crookham Baptist Church are the Data Controller and can be contacted by emailing the Church Secretary at secretary@churchcrookhambaptistchurch.org.uk.

We collect data to enable the Church to keep in touch with you and provide information and 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.

Our primary method of data storage is computers held by the Church Secretary and within the Church office. However, data may also be held on paper, in other computer systems or in other media and will always be treated in accordance with our Data Protection Policy and this Privacy Notice.

We will delete your data:

- Once you are no longer a member of the church – unless you ask to remain as an associate member or wish us to keep in contact
- If we believe that you have ceased to be a regular attendee of the Church

If you serve Church Crookham Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the South East 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 Pastor or member of the Pastoral Care team may record information which may be regarded as sensitive. This information will be stored on paper or electronic device accessible only to them. This information will NOT be disclosed to anyone else without your consent.

It is a condition of a being a member of the Church that we hold your name and contact details.

You have the right to ask to see any information we hold about you (including the pastoral support information) by contacting 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 or Pastor. If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Addendum for Covid-19 Contact Tracing

Church Crookham Baptist Church Privacy Notice for collecting contact information from church attendees.

This privacy notice is an addendum to Church Crookham Baptist Church's main privacy statement and notices. The Charity Trustees of Church Crookham Baptist Church are the Data Controller and can be contacted by Church Secretary via email at secretary@churchcrookhambaptistchurch.org.uk.

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Church Crookham Baptist Church can pray and worship during this COVID-19 recovery phase.

We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Church Crookham Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks.

Your name and contact details will temporarily be securely stored [locked within the Pastor's Office]. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Church Crookham Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.