

LOUGHBOROUGH BAPTIST CHURCH DATA PROTECTION PRIVACY STATEMENT

Under Data Protection legislation the church Charity Trustees of Loughborough Baptist Church are the Data Controller and can be contacted through the Data Protection Lead by ringing 01509 215642 or emailing office@lbcweb.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 office computer which is password protected and accessed only by the Minister(s), including Family Worker and Pastoral Support Worker, Church Secretary, Church Treasurer and Church Administrator. This information will NOT be disclosed to anyone else without your consent.

Your contact details will be removed from the database once you are no longer connected with 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 Church Directory which may be distributed by email to all Church Members and in hard copy as appropriate. A copy will also be kept in the church office. We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included please indicate where asked to do so in the permissions section of the Data Collection Form.

You have the right to ask to see any information we hold about you by submitting a request to the Data Protection Lead. You have the right to ask for any of your permissions or your details to be removed. 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.