

Lower Earley Baptist Church

To be a community where Jesus is encountered and lives are transformed

Privacy Notice

Mulberry Bush

Under Data Protection legislation Lower Earley Baptist Church (CIO) is the Data Controller and can be contacted by emailing our Data Protection Trustee at: stephenn@lowerearleybaptistchurch.org.uk.

Why we need this data

We are collecting this information to enable the church to run the Mulberry Bush toddler group safely and efficiently, and to ensure we can contact you (or other nominated adults) in case of group updates or in an emergency.

Data Protection legislation allows us to process the information given in the Mulberry Bush registration forms of the parent(s)/carer(s), child(ren) and emergency contact as we regard it as being in the church's legitimate interest. If you are unable to supply all the information requested, then we will be unable to register your child for the Mulberry Bush toddler group.

How we use the data

The information you supply on the registration forms will be held on a password-protected computerised database stored in the Microsoft 365 cloud. Only the Mulberry Bush Leader and the Church Administrator will have access to this information.

Parent/carer contact details will be also stored on our secure web-based database to give access to the online booking system, and for inclusion on applicable mailing lists. The Mulberry Bush Leader, Church Secretary and Church Administrator will have access to this information. Information that is stored on our website is also visible to the Support Team of our website provider Church Insight (third party Data Processor).

A weekly register of names will be printed off and will be visible to the Mulberry Bush Leader and volunteers. These registers will be stored in a locked cabinet in the Church Office.

If you provide consent for photos, video and audio featuring yourself or your child to be recorded, it will be securely stored, and used for the purposes of in-house display and publicity only. This data may be used on the LEBC website, for community publicity, or for display within the church building. All photos, videos and audio recordings featuring identifiable individuals, who have given consent will be securely stored on a password-protected computerised database stored in the Microsoft 365 cloud, and on our secure website. You have the right to withdraw your consent at any time for photos, video and audio featuring

yourself or your child to be recorded, stored and used. You may do this anytime by emailing the Church Administrator at office@lowerearleybaptistchurch.org.uk.

How long we will hold the data for

Your data will normally be kept for three years from when the registration form was completed. However, if a safeguarding incident or concern is raised, we are required to hold the data for 75 years.

If you have ticked the box asking us to keep you informed about future activities and events, we will retain your contact details for the sole purpose of notifying you of such events. You have the right to ask to be removed from this circulation list at any time – you may do this by emailing the Church Administrator at office@lowerearleybaptistchurch.org.uk.

Third party use of the data

We will NOT pass on your data to anyone who is not identified in this Privacy Notice or revisions that are issued from time to time.

Contact

If you are concerned about the way your information is being handled, please contact our Data Protection Trustee stephenn@lowerearleybaptistchurch.org.uk. If you are still unhappy you have the right to complain to the Information Commissioners Office www.ico.org.uk/.

Version 1: 7 May 2021

Next Review: April 2022