

KINGSBRIDGE FAMILY CHURCH

Kingsbridge Family Church Privacy Policy

Using your personal information to keep in contact with you

Kingsbridge Family Church will use your personal information to keep in touch with you, for example providing updates on church life including news about special events, services, courses, highlighting ways you can engage in church life and general information which we believe will be of interest to you.

Introduction

Under Data Protection legislation the Church Trustees of Kingsbridge Family Church are the Controller and can be contacted by ringing 01548 852770 or emailing info@kfclife.co.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 Kingsbridge Family Church Leaders/Trustees and Church Coordinator. Your contact details will be removed from the database once you are no longer a member of the church – (unless you ask to remain on the community email list). You can ask for all or any of your details to be removed (or amended) at any time.

To enable us to provide adequate pastoral support to you and your family, one of the Leaders/Church Coordinator may on occasion and where appropriate 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 KFC Church Leadership/Church Coordinator. 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 Coordinator. 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 our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office

CHURCH MEMBERS

Church Directory

We would like to include your name and contact details in our Church Directory which will 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. We will only include you if you give your specific consent for us to do so.

Church Email List

This is used by Church Leaders/Church Coordinator to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and can be used by anyone on the list

If you are happy for your details to be included in the Church Directory and/or Email List, please contact the Church Office. You can ask for all or any of your details to be removed (or amended) at any time.

Keeping in contact if you are not a Church Member

If you would like to be kept updated on events via email, please complete the 'Contact Us' form to be added to our Community Email List.

This is for anyone who wishes to be connected with the church and will be used by Church Leadership/Trustees and Church Coordinator. It is used to provide information about events and activities which might be interested in. Your details will not be included in our church directory. Your details will not be used by anyone else on the list.

You can ask for all or any of your details to be removed (or amended) at any time.