

# Anytown Baptist Church

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## Keeping in touch

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### INTRODUCTION

Under Data Protection legislation the church Charity Trustees of Anytown Baptist Church are the Data Controller and can be contacted by ringing xxxxx xxxxxxxx or emailing [trustees@anytownbaptist.org](mailto:trustees@anytownbaptist.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 which is password protected and accessed only by the Ministers, Church Secretary and Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

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 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 our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office

### 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.

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

### CHURCH EMAIL LISTS

If you would like to be included on any of the following email circulation lists please indicate overleaf

**Church Email list:** This is used by the Ministers and Deacons to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and regular attenders

**Congregation Email list:** This is for members and regular attenders and others connected with the church and can be used by anyone on the list. It is used to provide information about events and activities which others might be interested in.

**Newsletter Email list:** This is for those who want to receive a pdf copy of the newsletter/notice-sheet each week (and thus make sure you receive one even when you are away)

### COMPLETING THE FORM: Please read carefully

- Please complete the form overleaf giving names and contact details as appropriate.
- You can provide us with as much or as little information as you like but whatever you include on this form will be included in the Church Directory – unless you indicate otherwise.
- If you are happy to have your name and contact details in the Church Directory then please sign in the space provided. **If you do not want to be in the Directory then don't sign the form!**
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included.
- Under 16s will be included on the list if at least one parent has given their consent to be on the list unless you indicate otherwise. Please give the dates of birth of any children or young people who are under 16.
- Completed forms should be returned to the Church Secretary or Church Administrator

Name					
Address					
Phone number(s)					
Email address					
<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>				Signature	
Please indicate which email list(s) you would like to be included in					
Church List		Congregation List		Newsletter List	
Name					
Address					
Phone number(s)					
Email address					
<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>				Signature	
Please indicate which email list(s) you would like to be included in					
Church List		Congregation List		Newsletter List	
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Please indicate which email list(s) you would like to be included in					
Church List		Congregation List		Newsletter List	

**Children and Young People under 16:** Please just give their name(s) and date of birth

Name	Date of Birth	Name	Date of Birth

