



Privacy Notice for Communication and Pastoral Care

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 computer systems which are password protected and accessed only by the Ministers, Trustees, and those with good reason to access it. Your contact details will be removed from the database once you are no longer a part of the church – unless you ask to remain on our contact list.

We would also like to include your name and contact details in our website Church Directory which will be printed in hard copy as appropriate. The paper copy giving consent will be kept in the church office. We will not give copies of the Church Directory to anyone not named in the Church Directory. You can ask for your details to be removed at any time from the database and they will not appear in the directory. 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 technology. 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 our Data Protection Officer (DPO) Arthur Ansell, contactable by the following email address, dataprotection@ferndown.church. The DPO works with wider leadership team to ensure we follow Data Protection legislation. 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 our Data Protection Officer. The UCF Data Controller are the charity trustees - the minister(s) and deacons aka the 'leadership team', plus all staff and volunteers/members of the church. If you are still unhappy you have the right to complain to the Information Commissioners Office.