



## **Privacy Notice for Communication and Pastoral Care**

### **Why we collect this information**

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 interests.

Where information is included in the Church Directory, this will only be done with your consent. Pastoral care information which may be sensitive is processed in accordance with the provisions for not-for-profit religious organisations under the UK General Data Protection Regulation.

Further information about how United Church Ferndown processes and protects personal data can be found in our full Data Protection Policy.

### **How we store your information**

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.

### **Church directory**

We may include your name and contact details in our website Church Directory which may also 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.

### **Pastoral care information**

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.

Such information will be stored using password-protected technology and will only be accessed by authorised ministers or leaders where necessary for pastoral care. It will not normally be shared with anyone else without your consent, unless required for safeguarding or by law.

### **Your rights and contact details**

You have the right to ask to see any information we hold about you (including pastoral support information) by submitting a **Subject Access Request** to our Data Protection Officer (DPO), Arthur Ansell, at:

dataprotection@ferndown.church

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 DPO works with the wider leadership team to ensure we follow data protection legislation.

The Data Controller for this information is **United Church Ferndown**, acting through its charity trustees (the ministers and deacons, also known as the leadership team). Staff and volunteers may process personal data only under the authority of the trustees and in accordance with the church's Data Protection Policy.

If you remain unhappy about how your data is handled, you have the right to complain to the **Information Commissioner's Office (ICO)**.