



Privacy Notice for Next Generation Ministries

Why we collect this information

We collect information to enable the church to run its work with children and young people safely and ensure we can contact you (or another nominated adult) to update you with information or in case of an emergency.

Further information about how United Church Ferndown processes and protects personal data, including your rights under data protection legislation, can be found in the Church Privacy Policy available from the church office or on the church website.

Lawful basis for processing

Data Protection legislation allows us to process this general information as we regard it as being in the church's legitimate interest. We will also request specific consent when this is necessary as detailed on our *Next Generation Contact, Health, Consent and Permission Form*.

If you are unable to supply the information requested, then we will be unable to accept your child in our ministries.

How we store your information

The information you supply will be held in paper form in a folder which will be kept securely in the church. Only the trustees, ministers and appointed relevant staff or volunteers will have access to this information.

Contact information will also be stored by the church on secured technology.

How long we keep information

Contact and health forms will be renewed each year, normally in September, and the old forms will be destroyed.

Once it has been recognised that a child is no longer attending groups, their forms will also be destroyed.

Sharing information

We will not share this information with third parties except where required for safeguarding, medical emergency, or legal reasons.

Your rights and contact detailsYour 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 at:

dataprotection@ferndown.church

You also have the right to ask for information which you believe to be incorrect to be rectified.

If you want to complain about the way your information is being handled, please email our Data Protection Officer (DPO) using the above email address. If your issue is not resolved by this internal process, you have the right to complain to the **Information Commissioners Office (ICO)**.

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.