



HORHAM BAPTIST CHURCH PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees of Horham Baptist Church are the Data Controller and the Church Administrator acts as our Data Protection Officer.

We are collecting this information to enable the church to run the Children's/Young Peoples Work safely and ensure we can contact you (or other nominated adult) in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our Children's/Young Peoples work without you remaining with them.

The information your supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church. Only the Ministers and the Youth leaders will have access to this information.

The forms will be destroyed according to our Safeguarding & Data Protection policy We may contact you with information regarding future events or information relevant to our activities.

We will NOT pass on this information to anyone else. You have the right to ask to be removed from this communication list at any time.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer. If you are still unhappy you have the right to complain to the Information Commissioners Office.