



INTRODUCTION

Under Data Protection legislation the church Charity Trustees of Wallingford Baptist Church are the Data Controller. They have appointed the Church Secretary as their Data Protection Officer who can be contacted via the church office on 01491 839 904 or by emailing secretary@wallingfordbaptist.co.uk

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 in a secure cloud storage area which is password protected and accessed only by the Church Secretary and Church Administrator. Your contact details will be removed from the database once you are no longer a member or regular attender of the church – unless you ask us to retain your details.

If you serve Wallingford Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

You have the right to ask to see any information we hold about you 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 amended – in fact it would be very helpful if you did so!

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.

CHURCH CONTACT LIST

We would like to include your name and contact details in our Church Contact List which will be distributed by email via the Church Email list and in hard copy as appropriate. A copy will also be kept in the church office. We will not give copies of the Church Contact List to anyone else. We will only include you if you give your specific consent for us to do so. The names of those people on our Church Contact List will also be included in our Church Prayer Diary (which we publish monthly) unless you ask us not to.

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 Faith Leaders to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and regular attenders

Chat 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, to ask things like "has anyone got a ...?" or "can you please pray for ..." [always get consent before giving someone else's name or personal prayer requests here]

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 on the Church Contact List – unless you indicate otherwise.
- If you are happy to have your name and contact details on the Church Contact List then please sign in the space provided. **If you do not want to be included on the Contact List 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						
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 on the Church Contact List.					Signature & date	
Please indicate which email list(s) you would like to be included in						
Church List		Chat List		Newsletter List		
Name						
Address						
Phone number(s)						
Email address						
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 on the Church Contact List.					Signature & date	
Please indicate which email list(s) you would like to be included in						
Church List		Chat List		Newsletter List		
Name						
Address						
Phone number(s)						
Email address						
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 on the Church Contact List.					Signature & date	
Please indicate which email list(s) you would like to be included in						
Church List		Chat List		Newsletter List		
Name						
Address						
Phone number(s)						
Email address						
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 on the Church Contact List.					Signature & date	
Please indicate which email list(s) you would like to be included in						
Church List		Chat 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