



## **CORNERSTONE BAPTIST CHURCH General Privacy Statement**

Under Data Protection legislation the church Charity Trustees of Cornerstone Baptist Church are the Data Controller and can be contacted by calling 01844 216924 or emailing [ulrike.kibble@cornerstonethame.org.uk](mailto:ulrike.kibble@cornerstonethame.org.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 on the church computer, it is password protected and accessed only by the Church Secretary/Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

We would like to include your name and contact details in our Church Directory, which will be distributed as a paper copy to the congregation and new members. It is only held electronically by the church secretary and the leadership team. We will not give copies of the Church Directory to anyone else. You can ask for your details to be removed at any time.

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 documents) on the church computer but the password will only be known by the Pastor & leadership team. 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 the Church Administrator. You also have the right to ask for information which you believe to be incorrect to be rectified. At any time you will be able to opt out of our emails by unsubscribing or sending us a line that you no longer wish to receive emails from Cornerstone Baptist Church. You are not required to provide any details about yourself to be part of Cornerstone Baptist Church, but we will not be able to keep you informed. We do not carry out automated decision making such as profiling.

If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office (ICO).

For more detailed information please see our Data Protection policy, which can be found on our website or by requesting it from the church secretary.