



**Easthampstead
Baptist Church**



**Loving
God**



**Loving
People**



**Growing
Together**

Easthampstead Baptist Church

South Hill Road, Bracknell, Berkshire.
RG12 7NS
Tel: 01344 487744

Email: officestaff@ebc-bracknell.org

Website: www.ebc-bracknell.org

Team Leader:

Mr Simon Lace

Minister:

Rev. Stephanie Littlejohn

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PRIVACY NOTICES FOR COLLECTING INFORMATION Easthampstead Baptist Church

Under Data Protection legislation the church Charity Trustees, authorised staff and volunteers of Easthampstead Baptist Church are the Data Controller (i.e. legal persons who determines the purpose and manner by which personal data is to be processed) and the Church Administrator acts as our Data Protection Officer.

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 are entered into our church database which is held on the church server which is password protected and accessed only by Authorised Staff and volunteers. 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".

To enable us to provide adequate pastoral support to you and your family, we may record information which may be regarded as sensitive. This information will be stored securely on the church server. This information will NOT be disclosed to anyone else without your consent, unless there is a legal duty to do so.

You give permission to be included in photographs or video which are taken during an event and any recordings you may be involved in. These photographs or videos may be used to help publicise our activities in printed publications, on notice boards and on the EBC website. The recordings may be published on the web site. You also give permission for us to send information about activities and events which we run from time to time.

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.

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.

Treasurer: Mr. Rob Lea - contact via the Church Office. Tel: (01344) 487744

Administrator: Mrs. Eileen Charlton - contact via the Church Office. Tel: (01344) 487744