



Your privacy is important to us. Under new data protection legislation we need to let you know how we care for your information. Hope Church Goldington is the data controller and can be contacted by emailing admin@hopegoldington.org.uk

Why are we collecting your data?

We are collecting this information to enable the church to run the children's group safely and ensure we can contact you 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 group.

The information you supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only group leaders will have access to this information.

The forms will be destroyed once the club has finished, or your child leaves the group unless you have ticked the box asking us to keep you informed about future activities we think your child might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events..

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. We will continue to hold your contact details if you are no longer a member or regular attender so that we can stay in contact with you in the future.

You can ask for all or any of your details to be removed or amended at any time.

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. Details of retention periods are available in our retention policy which you can request by contacting us at thomas@hopegoldington.org.uk, or by phone 01525 402056

We will contact you annually to check that the information we are holding is accurate and that you agree to us holding it

We will not share your information with third parties without your consent unless the law requires us to do so.

Requesting access to your personal data

Under Data Protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact Thomas Rowell (thomas@hopegoldington.org.uk 01525 402056)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact Thomas Rowell

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

We review our data protection policy annually and the last review was in May 2018