

May 2026

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. the legal persons who determine the purpose and manner by which personal data is to be processed). The Church Secretary 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 interests.

Your name and contact details are entered into our church database, which is held on the church server. This server 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 in password-protected documents on the church server, and the password will only be known by the authorised staff. 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 videos 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 noticeboards, and on the EBC website. You also give us permission to send information about activities and events which we run from time to time. You have the right to withdraw this consent at any time by contacting the Church Secretary.

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 Secretary. 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, you have the right to raise a complaint with our Data Protection Officer at Church.Secretary@ebc-bracknell.org. You should expect a response within 30 days. If you remain dissatisfied after receiving our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Secretary: Mr. Tosin Fawole - contact via the Church Office. Tel: (01344) 487744