



Dorchester Baptist Church

CONTACT INFORMATION

You are very welcome at Dorchester Baptist Church and we would like to have a record of your details so that we can contact you again. We can only contact you if you complete this form. This information will be used and stored as outlined in our Privacy Statement. Our full GDPR Data Protection Policy is available on the church website.

Contact Details

You need not complete all the fields – only the ones you want us to hold and use. Please use BLOCK capitals. **If your details change, please make sure you let the Church Office know.**

Title: Name:

Address:

Postcode:

Email address:

Home tel no:

Mobile tel no:

Please indicate whether you consent to the following:

TO BE COMPLETED BY EVERYONE

1. Communications

This information will enable the church to plan future activities and communicate with you about the church. I am happy for the church to contact me using the above information. YES/NO

2. Pastoral Information

If I provide pastoral information, such as a prayer request, I recognise that this may be shared with the rest of the church via email, text or a message on the prayer wall. I understand that prayer requests will ONLY be shared with my explicit permission on EACH occasion. YES/NO

CHURCH MEMBERS ONLY

3. Members Directory

As a member of DBC, we invite you to include your personal details in the Members Directory, including an option to add a photograph. This is available in a secure area on our website in line with our privacy statement. Only the office staff and other members will be able to view this information. If you tick YES, then you will receive an invitation email. YES/NO

Signed:

Date:

PRIVACY STATEMENT

Your privacy is important to us. This privacy statement aims to give a clear explanation of how we process your data in a way which safeguards your personal information.

Our promise to you

We promise to respect any personal data that you choose to share with us. To comply with current legislation, we need to have your permission to keep your details on file.

Our details

Dorchester Baptist Church is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (no. 1169770) and the Information Commissioner's Office (ICO). Under data protection legislation, the CIO is the Data Controller and the Church Secretary is our Data Protection Officer.

What data we collect and why

We collect your name and contact details in the legitimate interests of the church to enable us to communicate with you about the church and its activities and to provide pastoral support. The church may use online services (after appropriate due diligence) to improve its communications.

If you are a church member, we would like to include your name, contact details and (if you wish) a photo in our Members Directory. You will provide and be responsible for your own data, which will be available in a secure area on our website. The church office will be able to download this data for administrative reasons only. A member not on the internet may request a printed copy expressly for personal use only. We will not give copies to anyone else and we will encourage members to respect each other's privacy. Please keep your password safe and do not share it with anyone else.

For pastoral reasons, our minister(s) and the pastoral team may record information which could be regarded as sensitive. This information will be stored securely (see below). It will only be accessed by the minister/pastoral team and will NOT be disclosed to anyone else without your consent.

Who we share your data with

Data will not be shared or sold to any third party for marketing purposes. Members who choose to share their details via the members directory are agreeing to share their data with other members.

Storing and retaining your information

Your information will be kept in a locked cabinet and/or on a password protected computer only accessed by church leaders and/or office staff, as appropriate. We will store and retain church members' data until a person ceases to be a member. We will review non-members' information every two years and remove any data when no longer required. The members directory is stored on a website with security systems enabled.

Your rights regarding your data

You can ask for your details to be removed at any time. You also have the right to request what personal information we are storing and ask us to amend it, if any information is inaccurate. 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 ICO.

Future changes to our privacy policy

From time to time it might be necessary to make changes to this privacy statement which will be available on the church website. If we make any significant changes to how we use your data, we will contact you directly.

For further information about privacy and data consent, please visit the ICO website at www.ico.org.uk. You may also wish to consult the GDPR Data Protection Policy on our website.