



## **WITTON CHAPEL DATA PRIVACY NOTICE**

Under Data Protection legislation the Church Officers (Elders & Deacons) of Witton Chapel are the Data Controller and can be contacted by emailing [office@wittonchapel.org.uk](mailto:office@wittonchapel.org.uk) or by writing c/o Church Officers, Witton Chapel, Tagwell Road, Droitwich Spa WR9 7BN

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

We collect and use information to enable us to maintain contact with members and "church friends", to provide appropriate pastoral care for church members, to fulfil our purposes as a church and to comply with the law regarding retention of records.

The categories of information collected include:

- Names, addresses and telephone numbers (and email addresses where given).
- Records of financial giving under Gift Aid.
- DBS records for youth workers.

This information is collected and used on the basis that it is in the church's legitimate interest as permitted under Data Protection legislation. We do not share this information with third parties except where legally required to do so. Except where legally required to retain information, we will keep the information until such time as you ask us to remove it or until we think it is no longer needed, whichever is the sooner.

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 Elders. 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 one of the Church Officers or contact them as described above. If you are still unhappy you have the right to complain to the Information Commissioners Office

May 2018