



# Union Baptist Church

The HUB • High Wycombe



## **Data Privacy Notice for collecting Personal Data for the 2019 Alpha Course**

Under Data Protection legislation, the church Charity Trustees of Union Baptist Church (the Church) are the Data Controller. This means they decide how your personal data is processed and for what purposes.

We are collecting this information to ensure we can contact you about the Alpha course starting in January 2019 and run it safely. If you are unable to supply the information requested then we will be unable to accept your booking onto the event.

Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest. The information you supply will be entered into ChurchSuite, a (UK) cloud hosted, web-based church management system. This is password protected and the information you submit can only be accessed by the Pastors, Administration Elder and Church Administration Team. The Church has a legal agreement in place with ChurchSuite to ensure your data is processed in line with Data Protection legislation.

If you complete the Alpha contact details form, we will only retain your name and details for as long as is necessary for us to hold it in relation to running the course and follow-up thereafter. We will NOT pass on your details to anyone other than the people in our church who are involved with the running of the course.

If you are concerned about the way your information is being handled please speak to our Administration Elder or Deacon. If you are still unhappy, you have the right to complain to the Information Commissioners Office.

### **Contact details**

Administration Elder/Deacon: (via Church Office)  
[administrator@unionbaptist.org.uk](mailto:administrator@unionbaptist.org.uk); tel: 01494 473889.

### **Information Commissioner's Office:**

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire. SK9 5A Website: <https://ico.org.uk/concerns>; tel: 0303 123 1113