

Privacy Policy

For the purposes of this document Wheelock Heath Baptist Church and Grace Church Sandbach will be jointly referred to as WHBC.

At WHBC we are committed to protecting your privacy. We will not share any information about you without your consent.

Email

We will respect your email privacy. You will only receive emails from WHBC in relation to areas you have requested. Your email address will not be shared with any third party without your consent. Emails displaying the email addresses of other people should not be forwarded. If you choose to send us information via email we cannot guarantee the security of this information until it is delivered to us.

Collecting Information

We may collect the following information about you, (which you provide via email, telephone, website 'Contact us' page or hand-written forms):

- Name
- Address
- Telephone number
- Email address
- Other relevant information which you have consented for us to retain

Any sensitive information that you give us is kept confidential and not used for any other purpose apart from that for which it was given.

Our websites may contain links to websites owned by other organisations. If you follow a link to another website please be aware that these websites will have their own Privacy Policy. We suggest that you check the policies of other websites before giving them your personal information as we cannot accept responsibility for any other websites.

Who we will share your information with

- People listed on the Church Directory will receive your details if you have consented to be listed on the Church Directory,
- Leaders of the church and leaders of Church Activity Groups when the sharing of information is considered necessary by the holder of the information
- A statutory agency in response to a legal request for your data.

What we will use your information for

- Information about children attending church activities is used to keep parents and carers informed about our activities and to provide information required for safeguarding and medical issues.
- The Church Directory is used to provide contact details to allow people within the church to get in touch with one another.
- The Church Membership list allows the dissemination of information related to members.
- Church Group lists are used for rotas.
- Church Leaders may also store other information about people from outside the church, with their consent, which relates to their reasons for the contact.

Consent

Consent Forms should be signed and dated, and then stored securely. Your consent is required for us to collect and store your data. You have the right to withdraw your consent at any time. Parental Consent for a child to attend children's activities is necessary, and also the contact details, permissions and health information are required for the safeguarding of the child.

Right to change, amend or delete your information

- You can ask us at any time to change, update, amend or delete the information that we hold about you or ask us not to contact you with any further information. You can also ask us to restrict the information we hold about you.
- You have the right to request to see information that we hold ('subject access request').
- You have the right to withdraw your consent for us to hold your personal data.
- Once your data has been deleted you will no longer be on our contacts lists.
- Once a request to withdraw consent, or to change, update, alter, amend or delete your data, has been received the Church (Data Controller) will ensure that all necessary procedures are carried out by the Data Processors.
- Those who have a copy of the Church Directory will need to be informed about a request to change, update, alter, amend or delete data. (When data needs to be deleted the Directory will need to be deleted from each individual computer and an updated version will be issued. Printed copies should be shredded and a new copy will be printed.)

You can contact us by writing to us at WHBC, Hassall Road, Winterley, Cheshire CW11 4RJ or via the website 'Contact us' page whbc.co.uk or grace-sandbach.co.uk .

This Privacy Policy was created in May 2018.

If we make any changes or updates we will inform our contacts by email and place a notice in the Weekly Church Bulletin.