

Personal Data Collection & Consent Form

We value all those who engage with WWSBC by whatever means and we would like to be able to contact you and keep you informed about what is going on in the Church. We have a legal duty to keep any personal information you provide us with secure and use it only for the purposes that you specify. Our privacy notice explains how we use personal data.

Please use this form to provide us with your current contact information and to let us know what information you wish others to see.

PLEASE WRITE CLEARLY USING BLOCK CAPITALS so that we can get your information correct.

Title (Mr, Mrs, Ms, Miss, Rev etc.)		
First Name		
Second/Family Name		
Gender		
Year of Birth*		
Marital Status		
Email		
Mobile		
Landline		
Address		
Postcode		
Name and date of birth of any children under 18	Full Name	DOB (dd/mm/yy)

*We may use this data to contact you with age-related information/activities; we are also required to submit an annual age profile of the church to the Baptist Union – this is anonymous.

Please note that most of the information above will only be used by the WWSBC Leadership, Officers and Staff to enable them to carry out their roles and responsibilities with regard to you as a Church Member/Attendee. **If you provide us with a method of contact, we will assume your consent for this to be used by the appropriate WWSBC leaders, officers or staff to contact you by this means for any church related business.** This information will be held on ChurchSuite for office use but **ONLY** the information you choose will be visible to other church members to see (please do this overleaf).

ChurchSuite

We use 'ChurchSuite' to store your contact details. ChurchSuite is a web-based church information management system that is widely used in churches throughout the UK. Amongst other things, it allows us to:

- store your personal details securely and control who has access to what information
- create an online address book
- create rotas and send out rota reminders
- maintain an easily accessible online calendar

Privacy

Only those people who we give a ChurchSuite login can access any information associated with WWSBC. This will include staff, officers, Church members and regular attendees. Once people leave the church their access to information will be withdrawn. Your information is not accessible to the public or other churches that use ChurchSuite. In addition, you can control how much of your personal information other members/attendees can access through the address book.

Please use the boxes below to indicate how much information you wish other WWSBC members and regular attendees to see through the address book. In the same way, you will only be able to see the information they choose to make visible in their privacy settings. *Information about any children you have listed will not be made visible to others.*

Church staff can see all details, but will never share information which you have asked to be 'hidden' without your permission.

If you do not tick any of the boxes then your information will not be available to other Church Members/Attendees.

Please tick:

Make my address visible

Make my telephone number visible

Make my email visible

Make my mobile number visible

Communication

We do our best to ensure that any communication you receive from us is relevant and helpful. Where you have provided us with a means of communication overleaf (e.g. your email address), then we may use any of those methods to contact you at various points. At any time, you are able to choose the means through which we can contact you, and if you wish to change your communication preferences then please contact us on office@wwsbc.org.uk or 0208 777 5705.

Consent

By completing and signing this form you are granting WWSBC on-going consent to store and process these details.

Information about how we collect, use and store your data is detailed in our privacy notice. Copies are available on our website, on the welcome desk or from the church office.

You can update your details, or manage your privacy settings or communication preferences at any time by contacting the church office on office@wwsbc.org.uk or 0208 777 5705

Signed:

Date:

Thank you for completing the form.

Please hand the form in at the welcome desk or return it to the church office.