

The Wells Church

Data Protection Policy – Privacy Notice

INTRODUCTION

Under Data Protection legislation the Church Charity Trustees, the Church Council of The Wells Church are the Data Controller and can be contacted by emailing churchcouncil@thewellschurch.org or calling 01892 521320 initially. Helen Nevison is the Data Protection Officer.

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is held on thewellschurch.churchsuite.co.uk and it is password protected and accessed only by the Church Staff. If you no longer attend the church or any of its activities your contact details will be removed from the database after 18 months – unless you request to remain as one of our “church friends”.

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to any *church staff* in writing to The Wells Church, Hanover Road, Tunbridge Wells, TN1 1EY or by email to office@thewellschurch.org. You also have the right to ask for information which you believe to be incorrect to be rectified within one calendar month.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer (contact details above). If you are still unhappy you have the right to complain to the Information Commissioner's Office.

Keeping in touch with The Wells Church

If you regularly attend one of our church activities and fill in a ‘Welcome Form’ then your details will be entered on to our database which is hosted by churchsuite.co.uk. You can sign in to thewellschurch.churchsuite.co.uk check the details that we have and correct them at any time.

This database is used for:

- **Rota creation and notifications**
- **Life Group contacts**
- **Pastoral care emails**
- **The Wells Church events and activities**
- **Church Directory**

Church Directory will be made available via a secure log-in through ChurchSuite to regular Church Attendees and in hard copy as appropriate. We will not give copies of the Church Directory to anyone else.

If you are unable to access thewellschurch.churchsuite.co.uk then please make an arrangement to come to the church office where staff will be pleased to help.