

## EMBC Holiday Club Privacy Notice and Data Protection Notice

Dear Parent/Carer

Under Data Protection legislation the Charity Trustees of East Mains Baptist Church (the church) are the Data Controller.

As a Church we collect information to enable us to run the Holiday Club safely and ensure we can contact you (or other nominated adult) in the case of an emergency. Data Protection legislation allows the church to process this information as we regard it as being in the legitimate interests of the church. If you are unwilling to provide the required information we will, unfortunately, be unable to accept your child at the Holiday Club.

Your information will be held by the church potentially in both paper and electronic form as databases that will either be held securely or if in electronic form under password protection. These databases will only be able to be accessed by the Office Manager, Pastors, Trustees, and the relevant organisation leaders.

As part of the Holiday Club we record videos and take photographs of the activities of the Club. In order to do this we require you to give specific consent that your child may be included in videos or photographs of the activities of the Holiday Club.

The information will be retained until the conclusion of the following years event in order that we can advise you of any similar events. We will not pass on your information to anyone else and you have the right to ask to be removed from the list at any time by contacting the relevant organisation leaders or church Trustees.

If you have any concerns about the way your information is being handled please speak to one of the Trustees. If you are still unhappy you have the right to complain to the Information Commission Office.

Yours Faithfully

*Anne Robb*

EMBC Holiday Club Co-ordinator (Volunteer)

On behalf of the Trustees of East Mains Baptist Church