

INTRODUCTION

Under Data Protection legislation the church Elders (as Charity Trustees of Hope Community Church Aintree) are the Data Controller and can be contacted by ringing 0151 291 6640 or via email office@hccaintree.co.uk

Data is collected 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 have been entered into our church database which is held on the church office computer which is password protected and accessed only by the Minister, Centre Manager and leaders of church organised groups/missional communities. The list will be categorised into "members", "friends" (that is, those who attend but are not members), and those associated with certain groups/missional communities (e.g. parents and tots). If you decide to no longer be a church member or attendee, your contact details will be removed from the membership list, but can remain on the contacts list database as a "friend" once you are no longer a member of the church – if you ask to remain as one of our "friends".

To enable us to provide adequate pastoral support to you and your family, the Minister may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on a cloud storage, which is password protected. This information will NOT be disclosed to anyone else without your consent.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Centre Manager/Church Administrator; you also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Officer, the Centre Manager, who will inform the Elders/Trustees. If you are still unhappy you have the right to complain to the Information Commissioner's Office

CHURCH DIRECTORY

If agreed, your names and contact details will appear in our Church Directory, which will be distributed to all Church Members in either electronic or hard copy as appropriate. A copy will also be kept in the church office, Pastors' office and the Minister will keep a copy at home. We will not give copies of the Church Directory to anyone who is not a member. We will only include you if you give your specific consent for us to do so.

If you are happy for your details to be included please indicate where asked to do so; you can ask for all or any of your details to be removed (or amended) at any time.

11 Aintree Lane, Aintree, Liverpool L10 2JJ

T: 0151 291 6640 **E:** office@hccaintree.co.uk **W:** hccaintree.co.uk



**COMMUNITY
CHURCH
AINTREE**

CHURCH EMAIL LISTS

If you would like to be included on any of the following email circulation lists please indicate this.

Church Members Email list: This is used by the Ministers, Elders, the Centre Manager/Church Administrator and group leaders to circulate official church information (church meeting agendas, details about forthcoming events, etc.) to members and regular attenders (“friends”).

Friends Email list: This is for members and regular attenders and others connected with the church and can be used by anyone on the list. It is used to provide information about events and activities which others might be interested in, to send prayer requests or other general information/requests from the church office.

Newsletter Email list: This is for those who want to receive a pdf copy of the weekly newsletter.

New Testament in a Year: This is for those who have signed up specifically to receive daily Bible Reading notes from the church. Consent for this is held on email, with email addresses being stored on MailChimp, which requires a password to log on.

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