

# Tunbridge Wells Christian Fellowship

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## Data Protection Policy – Privacy Notice

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### INTRODUCTION

Under Data Protection legislation the Church Charity Trustees, the Church Council of Tunbridge Wells Christian Fellowship are the Data Controller and can be contacted by emailing [churchcouncil@twcf.org](mailto:churchcouncil@twcf.org) or calling 01892 521320 initially. Helen Nevison is the Data Protection Officer.

### Keeping in touch with TWCF

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.

If you fill in a 'Welcome Form' or attend church activities regularly then your name and contact details will be entered on to our database which is hosted by churchsuite.co.uk. The church database is held on twcf.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".

This database is used by Church Staff for:

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

### Your decision

Only YOU can make your details visible to other church attendees. If you wish other church attendees to contact you then it is advisable to make some or all of your details visible to others. You can sign in to twcf.churchsuite.co.uk check the details that we have about you and correct them at any time.

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

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 TWCF Hanover Road, Tunbridge Wells, TN1 1EY or by email to [office@twcf.org](mailto:office@twcf.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 Commissioners Office.