

## **PRIVACY NOTICE – CHILDREN AND YOUNG PEOPLE’S GROUPS AT EMMANUEL CHURCH**

### **How Emmanuel Church (“we”) use your information**

Your privacy is important to us. We are committed to safeguarding the privacy of your information and your child’s information and to complying with Data Protection legislation.

### **Why we collect and use your information**

We collect and use your information for the purpose of:

- Ensuring your child’s wellbeing
- Responding / acting in an emergency
- Administering groups or activities your child attends
- Communicating about your child and the activities of the group.
- To inform you about activities of Emmanuel Church.

### **The kind of information that we collect and use**

We hold personal information such as name, telephone number and address, and parent / carer contact details. We also hold information on additional characteristics such as gender, special educational need or disability, and date of birth. To ensure the wellbeing of your child, we record information of a more sensitive nature, such as in relation to religious belief or health (GP contact details, NHS number, vaccination history, medical conditions and medication). We hold any consent you have given for your child in relation to: participation in the regular, occasional or residential activities of groups, photographs, transportation or communication.

### **Storing your information**

We will take care to store your child’s information safely so that only people who are authorised by the church to use it are able to do so.

We will hold your child’s data for varying lengths of time depending on what type of information it is. When we no longer need to retain information we will ensure that it is securely disposed of.

### **Sharing your information**

We will only share your child’s information with others if you have given us consent to do so.

The only time we will share your child’s information with third parties without your consent is where the law requires us to do so.

### **Your rights**

You have the right to see the information we hold about you, to ask for your information to be removed, to request that any errors are rectified, to restrict how your information is used and to withdraw your consent if it has previously been given. Children have the same rights as adults over their personal data.

### **Contact**

If you require further information regarding Data Protection at Emmanuel Church or to request access to your information, please contact the Data Protection Compliance Manager through the church office by emailing [admin@emmanuel-church.org.uk](mailto:admin@emmanuel-church.org.uk)

If you are concerned about the way your information is being handled please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office at <https://ico.org.uk/concerns/>