

# **SGMC Privacy Notice, Contact and Consent Form**

## **Strood Gospel Mission Church**

### **Keeping in touch**

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#### **INTRODUCTION**

Under Data Protection legislation the church Charity Trustees of Strood Gospel Mission Church are the Data Controller and can be contacted by emailing [stroodgospelmissionchurch@gmail.com](mailto:stroodgospelmissionchurch@gmail.com).

We are collecting 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 a computer which is password protected and accessed only by the Church Leadership and Church Administrator. Your contact details will be removed from the database once you are no longer in contact with the church after one year, or if we receive a written request to remove your details.

To enable us to provide adequate pastoral support to you and your family, one of the Charity Trustees may record information which may be regarded as sensitive. This information will be stored in a password protected document on a computer or as a hard copy in a locked filing cabinet. 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 Church Data Protection Contact. 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 Church Administrator in the first instance, who will liaise with the Charity Trustees. If you are still unhappy you have the right to complain to the Information Commissioners Office.

#### **SAFEGUARDING & CONSENT**

The Safeguarding Responsible Person/Designated Person for Safeguarding at SGMC obtains parental consent, by the signing of a specific consent form, for all **unaccompanied** children that attend activities at the church, including J Club and Sunday Services. The template parental consent form is attached, as Appendix 1, and is included for information only.

The church records and/or livestreams some of its services on a Sunday. The camera operator will focus the camera on the stage and record those on the stage.

The church specifically does not record or livestream the family service at the start of each month, given children are actively involved in the whole service. If there is a specific reason why a child needs to go onto the stage on other Sundays when the service is being recorded or livestreamed, then the camera operator will either show a "holding" image or blur the

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screen, or stop the recording and/or livestreaming, to avoid showing the images of any children.

There is clear delineation in the church between those areas covered by the camera, and those that are not, and there is signage in the lobby and in the church, as well as on the rolling notices, informing people that the service may be recorded or livestreamed, and where to sit to avoid being recorded. Thus, everyone who attends is given the knowledge about the recording and livestreaming of services, and is given the choice, and therefore gives consent, as to whether to sit in the area covered by the camera, or to choose to opt out of sitting in the area covered by the camera.

In the area covered by the camera, which is the area directly in line of the camera angle as it films the stage, the camera operator will seek only to film the backs of heads of those within the camera shot as the camera films the activity on the stage. The camera operator will not pan the camera round to film the congregation.

SGMC's website and Facebook page do not contain images of children, unless parental consent has been given. For images of adults, individuals will provide either specific written consent, or agree to be in photographs that they know in advance will be uploaded onto the website, such as the recent church photograph of the fellowship.

## **CHURCH DIRECTORY**

We would like to include your name and contact details in our Church Directory, which is distributed to all members of the fellowship by email and in hard copy as appropriate. A copy is kept in a locked filing cabinet in the church vestry. We will not give out copies of the Church Directory to anyone else who has not given consent to be included in the Directory. We will only include you if you give your specific consent for us to include you in the Directory.

If you consent for your details to be included, please indicate where asked to do so below. You can request for all or any of your details to be removed (or amended) at any time.

## **CHURCH EMAIL LISTS**

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

**Church Email list:** This is used by the Church Leadership Team to circulate official church information (church meeting agendas, details about forthcoming events etc.) to members and regular attenders.

**Birthday Celebrations List:** We would love to celebrate with you on your birthday. If you would like us to do that then provide us with your date of birth (DD/MM is sufficient)

## **COMPLETING THE FORM: Please read carefully**

➤ Please complete the form below giving names and contact details as appropriate.

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- You can provide us with as much or as little information as you like but whatever you include on this form will be included in the Church Directory – unless you indicate otherwise.
- If you are happy to have your name and contact details in the Church Directory then please sign in the space provided. **If you do not want to be in the Directory then don't sign the form!**
- Everyone aged 16 or over will need to sign this form to indicate that they are happy to be included.
- Under 16s will be included on the list if at least one parent has given their consent to be on the list unless you indicate otherwise. Please give the dates of birth of any children or young people who are under 16.
- Completed forms must also be **signed and dated at the end** of the form and returned to the Church Administrator.

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<b>ADULT 1</b>					
<b>Name</b>					
<b>Address</b>					
<b>Phone number(s)</b>					
<b>Email address</b>					
<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>				Signature	
				Date	
Please indicate which list(s) you would like to be included in and give your date of birth if you wish to be included in the Birthday Celebration List. Please tick either E-Prayer Chain or Telephone Prayer Chain if you wish to be notified of prayer requests. Sign again at the end of the form.					
Church Email List		Birthday Celebration List		Date of Birth (DD/MM)	
E-Prayer Chain		Telephone Prayer Chain			
<b>ADULT 2</b>					
<b>Name</b>					
<b>Address</b>					
<b>Phone number(s)</b>					
<b>Email address</b>					
<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>				Signature	
				Date	
Please indicate which list(s) you would like to be included in and give your date of birth if you wish to be included in the Birthday Celebration List. Please tick either E-Prayer Chain or Telephone Prayer Chain if you wish to be notified of prayer requests. Sign again at the end of the form.					
Church Email List		Birthday Celebration List		Date of Birth (DD/MM)	
E-Prayer Chain		Telephone Prayer Chain			

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## ADULT 3

<b>Name</b>	
<b>Address</b>	
<b>Phone number(s)</b>	
<b>Email address</b>	

<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>	Signature  Date
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Please indicate which list(s) you would like to be included in and give your date of birth if you wish to be included in the Birthday Celebration List. Please tick either E-Prayer Chain or Telephone Prayer Chain if you wish to be notified of prayer requests. Sign again at the end of the form.

Church Email List		Birthday Celebration List		Date of Birth (DD/MM)	
E-Prayer Chain		Telephone Prayer Chain			

## ADULT 4

<b>Name</b>	
<b>Address</b>	
<b>Phone number(s)</b>	
<b>Email address</b>	

<b>I give my consent for my name, address, phone number(s) and email address (delete those which you DON'T want included) to be included in the church directory.</b>	Signature  Date
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Please indicate which list(s) you would like to be included in and give your date of birth if you wish to be included in the Birthday Celebration List. Please tick either E-Prayer Chain or Telephone Prayer Chain if you wish to be notified of prayer requests. Sign again at the end of the form.

Church Email List		Birthday Celebration List		Date of Birth (DD/MM)	
E-Prayer Chain		Telephone Prayer Chain			

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**Children and Young People under 16:**

Please just give their name(s) and date of birth

Name	Date of Birth	Name	Date of Birth

Signature ADULT 1	Date	Signature ADULT 2	Date
Signature ADULT 3	Date	Signature ADULT 4	Date

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## **APPENDIX 1 - SGMC PARENTAL CONSENT FORM**

To be returned to the SGMC Safeguarding Responsible Person

●0**Details of activity** All Non-hazardous Church based activities

from 1/1/XX to 31/12/XX

I agree to \_\_\_\_\_(child's name)

Date of Birth\_\_\_\_\_ taking part in this activity.

### ●1**Medical information about your child**

a. Any conditions requiring medical treatment including medication? YES/NO

If YES please give brief details (including as necessary any allergies/phobias and the nature of the treatment/medication, dosage & who is to administer it):

b. Please outline any special dietary requirements:

c. Is your son/daughter allergic to any medication? YES/NO

If YES please specify:

d. When did your son/daughter last have a tetanus injection?

### ●2**Other relevant information**

Please provide any other information that may be required during activities.

I will inform the Group Leader as soon as possible of any changes in the medical or other circumstances between now and the end of the time period covered in this form.

### CONTACT INFORMATION

Home Tel no:\_\_\_\_\_

Mobile Tel no:\_\_\_\_\_

Home address\_\_\_\_\_

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## ALTERNATIVE EMERGENCY CONTACT

Name: \_\_\_\_\_

Home Tel no: \_\_\_\_\_

Mobile Tel no: \_\_\_\_\_

Home address \_\_\_\_\_

Relationship to child: \_\_\_\_\_

## NAME OF FAMILY DOCTOR

Contact details: \_\_\_\_\_

### ●3 Medical declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ●4 General declaration

Jclub - I agree that my child will pay a subscription for each week that he/she attends. I agree that my child may be photographed and understand that these photos will NOT be uploaded onto the internet or printed in any publication, and for Jclub to store my child's name, date of birth, address, medical and contact details.

I also give permission for the Church to store my child's name, date of birth, address, medical and contact details.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_.