

# Data Consent Form: Collecting & Using your information



We want to communicate with you about the church and its activities. But your privacy is important to us. Under the new General Data Protection Regulation ('GDPR', effective from 25 May 2018) your personal data cannot be collected, stored or used by us (**Immanuel Church Brentwood**) without your explicit consent unless we are required to do so by law or under the terms of a contract to use your information.

Personal data includes, but is not limited to your name, address, telephone number and email address. Full details of how we use your information can be found in our Privacy Policy. This will be available on our church website ([www.immanuelbrentwood.org](http://www.immanuelbrentwood.org)) or you can e-mail the church administrator for a copy ([admin@immanuelbrentwood.org](mailto:admin@immanuelbrentwood.org)). Please note that this form replaces all previous consent forms.

You can change your consent preferences for all or any of the purposes below or withdraw consent completely at any time by contacting our church administrator. The use of your information will cease immediately except where we are required by law or under the terms of a contract to use or keep data.

Immanuel Church Brentwood is a company limited by guarantee Registered in England No 8819716  
Registered office: 14 Doddinghurst Road, Brentwood, Essex, CM15 9EH Charity Reg. No 1156523

## A. Your permission

Signature:

Date:

## B. The data you are happy for Immanuel to store

These details will be stored in the **Immanuel Database**. They will be seen and used **only** by the database administrators, **unless** you choose them to be added to the church Address Book (see section D).

Name and Address:

Email Address:

Home Phone Number:

Mobile Number:

Date of Birth:

Male/Female

Marital Status:

***Details of your children under 18 (if applicable):***

*Name*

*Male/Female*

*Date of Birth*

## C. How you want Immanuel to contact you

I consent to Immanuel contacting me for any of the purposes below by:

Post    e-mail    phone (home/mobile)    text message    social media

My preference would be to be contacted by:

## D. How you want us to use your data

Consent given for one purpose (for example to contact you by e-mail with weekly church news) cannot be used for any other purpose (for example to phone you about a rota). Under the new data protection rules you have the right to know what information we hold about you and how we use it. We have listed all the purposes for which we may use the data you give us. Please tick all relevant boxes to indicate that you are aware of these purposes and that you 'opt in'. You may consent to all of the purposes, any number of the purposes or none of the purposes. I consent:

- Include my name in the **online Immanuel Address Book**. This will be visible to others in the directory. Please indicate what other details you would like to be included in the Address Book and visible to others:

home phone    mobile phone    address    e-mail address  
 my photo    name(s) of my child(ren)    date(s) of birth of my child(ren)

*I understand that I should not disclose any details to people who are not in the directory, unless I have obtained permission to do so.*

If included in the Address Book you can edit your details online via the church website. If you already have a username but require a new password please tick this box

- Keep me informed through the **weekly e-mail update** of news, services, activities and events at Immanuel. The update may also contain information about events from like-minded churches, mission partners and organisations;

- Use my data to **contact me about specific activities** at Immanuel such as: rotas / fellowship groups / training opportunities / meetings / children's and youth activities / other church events and activities / fund raising projects;

- Include on **relevant rotas / term cards / flyers / orders of service** my name and contact details (e.g. if you help run a group or event);

- Share relevant data **with leaders and others in the church** to assist them in their role (for example: fellowship group leaders, music leaders, crèche helpers);

- Collect, use and safely store my data for **other purposes**: attendance registers / name labels / membership records / prayer lists / parental consent;

- Safely record and store details of **donations** I make and Gift Aid Declarations, to submit the relevant info to HMRC to claim Gift Aid if applicable, and to contact me when relevant;

- Provide relevant data to **other individuals or organisations** in certain situations where there is a legitimate reason to do so (for example for a criminal record check, or to obtain a reference);

- Use **photos of me**    Use **photos of my child(ren)**  
(taken during Immanuel activities) either in publications such as the Annual Church Report, or digitally (e.g. Church Website, or Facebook).

***If you collect, store or use data on behalf of Immanuel please tick this box:***