

Data Consent Form



Your privacy is important to us, and we want to communicate with you in a way that has your consent, and which is in line with General Data Protection Regulation ('GDPR'). 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, phone number and email. Full details of how we use your information can be found in our Privacy Policy (see www.immanuelbrentwood.org) or you can e-mail admin@immanuelbrentwood.org for a copy. 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.

A. Your permission

Signature:

Date:

B. The data you are happy for Immanuel to store

These details will be stored in our 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:

Phone Number:

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

☐ text/ WhatsApp

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D. How you want us to use your data

Under data protection rules you have the right to know what information we hold about you and how we use it. We have listed 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 to:

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

☐ phone ☐ address ☐ my photo

Please do not disclose any details to people who are not in the directory, unless you have obtained permission to do so. If included in the Address Book you can edit your details online via <https://login.churchsuite.com/>

☐ **Keep me informed** about news, services, activities and events relating to Immanuel (including via the weekly email update).

☐ Use my data for **administration purposes** e.g. preparation and distribution of rotas / children's registers / membership records / prayer lists/ contact about fellowship groups

☐ Include my name and contact details on **term cards / flyers/ orders of service** (only as appropriate/ necessary e.g. if you're running an event);

☐ 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;

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

We do not share your information with third parties unless required to do so by law, or where there is a legitimate reason to do so, e.g. for safeguarding purposes.

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