

## Ashford Baptist Church

### Privacy Notice for collecting contact information from church attendees.

This privacy notice is an addendum to Ashford Baptist Church's main privacy statement and notices. The Charity Trustees of Ashford Baptist Church (as Data Controller) can be contacted by ringing Helen Wilson (07910 862138) or emailing [office@ashfordbaptist.org.uk](mailto:office@ashfordbaptist.org.uk).

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Ashford Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Ashford Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored in our locked Church Office. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Ashford Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data that is collected in a place of worship and might subsequently be shared is considered to be special category data, and therefore we need your consent to record, store and to share your contact details with NHS Test and Trace if necessary. **By providing your data you are consenting to it being used in line with this privacy statement.**

You are free to refuse or withdraw your consent at any time. In the event you do not wish to provide your contact details you will still be able access Ashford Baptist Church.

Ashford Baptist Church Trustees

3 December 2020