



**Privacy Notice for New Life Church Ministries (Sleaford)
Parents or Guardians**



Under Data Protection legislation the Board of New Life Church Ministries (Sleaford) ["the Church"] are the Data Controller and the Secretary to the Board acts as the Data Protection Co-ordinator.

We are collecting personal information to enable the Church to provide children and young peoples' age appropriate activities as part of our regular weekly activities at New Life Church. Data Protection legislation allows us to collect, store and process this information as we regard it as being the Church's legitimate interest; We have come to this conclusion as we would not be able to provide the age appropriate learning opportunities for our children and young people without the personal information contained in our registration documents.

Should you choose not to provide us with your and your child's personal information our ability to offer age appropriate involvement will be seriously limited and may not be possible at all.

You and your child's personal information will be held on the paper registration form in a secure cabinet and in a secure location. It will be added to an electronic database on our secure IT network with regular backups held locally and externally. Electronic records may only be accessed by those authorised to do so using appropriate security relative to the tasks being performed.

We will NOT pass on this information to anyone else other than provided for safeguarding purposes where health and well-being may be at risk. You have the right to ask to be removed from this circulation list at any time.

The individual records will be destroyed following the conclusion of your child's involvement in our Church and specifically no later than 6 years from that date. This is to ensure time for any continuing matters and / or safeguarding concerns to be dealt with. Any remaining personal information will be anonymised for statistical and similar purposes only.

If you are concerned about the way your information is being handled please speak to our Data Protection Co-ordinator. You may use dataprotection@nlcm.org.uk for this purpose. You may also call 01529 413063 or write to the Data Protection Co-ordinator, New Life Church Ministries (Sleaford), New Life Centre, Mareham Lane, Sleaford, Lincolnshire, NG34 7JP. If you are still unhappy you should put your concerns in writing to the Data Protection Co-ordinator for consideration by the Data Controller. If you remain unhappy after their formal response you have the right to complain to the Information Commissioners Office.