



**Privacy Notice for New Life Church Ministries (Sleaford)
Children and young person's special event**



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 this information to enable the Church to run the specific event safely in accordance with normal Safeguarding arrangements and to ensure we can contact you (or other nominated adult) in case of an emergency. Data Protection legislation allows us to collect, store and process this information as we regard it as being in the Church's legitimate interest. If you are unable to supply the information requested, then we will be unable to accept your child at the specific event.

The information you supply will be collected on the form for the children or young person for whom application is made and then held in that paper form in a folder. It will also be added to our electronic database specifically used for the operation of the specific event. Paper records are securely locked in an appropriate cabinet in the Church Office. Electronic records may only be accessed by those with authorised Usernames and passwords relative to the tasks being performed, in this case to those involved in providing the specific event.

The forms will be destroyed once the specific event has finished unless you have ticked the box asking us to keep you informed about future similar events. If this is the case we will retain your contact details only, and for the sole purpose of notifying you of such events. All the remaining personal information collected for the purpose of running the specific event will be destroyed within 6 months of the conclusion of the activity in accordance with standard safeguarding arrangements.

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.

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

Note: A specific event might include one of the following, but the list is not intended to be exhaustive. Holiday Club; Youth Weekend; Children's outing