



## **Data Privacy Guidance For Staff & Volunteers.**

The Church of Christ the King, Kettering.

This Policy and Procedure was adopted at a Parochial Church Council meeting  
held on.....

**Signed:** .....  
**By Warden on behalf of PCC**

**Signed:** .....  
**Vicar and Mission Leader**

*It will be reviewed annually, accepted and written in the minutes of the PCC.*

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## **Introduction**

Christ the King staff and volunteers process and work with personal data to deliver a variety of group activities and events throughout the year. These guidelines have been produced as a guide for them, to ensure that the church of Christ the King complies with current Data Protection legislation.

The information in this factsheet is derived from the Guide to the General Data Protection Regulation (GDPR), the requirements of the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, the Privacy and Electronic Communication (EC Directive) Regulations 2003 and guidance issued by the Information Commissioner's Office (ICO), hereinafter referred to as the Legislation.

Further detailed guidance can be obtained from the Information Commissioner's website – see <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### **1 Why is data protection important?**

All public and private organisations are legally obliged to protect any personal information they hold. This document provides guidance to staff and volunteers who work with congregation members' and visitors' personal data. Personal data includes names and contact details.

### **2 How does it apply to staff and volunteers?**

As part of the church of Christ the King, all ministry areas and groups need to comply with the requirements of the legislation.

The PCC hold, maintain and enforce the policy and guidance. However, as a church we are not currently required to register with the ICO or have a specific Data Protection Officer, as defined by the legislation.

The PCC have taken the decision to voluntarily register with the ICO as an act of best practice. Andy Stilwell has been made the Data Protection Officer because he is a member of both the PCC and the staff team or in his absence \_\_\_\_\_.

Ministry heads and their teams are required to ensure that any personal records they keep are maintained using the guidance included in this document.

Data Protection legislation requires organisations to take care over the personal information on individuals that they hold and to use it only for relevant communication.

Broadly, the legislation covers any information held on a computer or in a filing system, that relates to living individuals. For example, this may include information such as name, address, date of birth and opinions about the individual, images and video, or any other information from which the individual can be identified.

### **3 What staff & volunteers need to do**

Volunteers, particularly those dealing with ministry area event or group registration details, are responsible for ensuring that any personal data is processed in accordance with the principles of the legislation. Where an issue arises with respect to data protection, volunteers should follow the advice provided on these pages.

#### ***a) Fairly and lawfully processed***

The legislation requires organisations to ensure that all personal data received from members is processed fairly and lawfully and that they are open and honest (transparent) about the reasons for obtaining the data.

In practice, this means that staff and volunteers must be clear as to why they are collecting personal data and what they intend to do with it.

Personal data is regularly collected from members of the church and the public through registration for one of the ministry area groups, activities, or events (e.g. Friday night youth and children's groups). Anyone registering with a ministry area should be advised of the church's privacy statement when joining / completing registration details. The privacy notice / statement stipulates that individuals must give their consent to the processing of personal data for the purposes specified. It is suggested that they are also asked for their preference in how they wish to be contacted.

If they are vulnerable adults or children, permission to use the specified methods of communication should also be sought.

#### ***Registration data should only be used for:***

- I. Managing membership status and subscriptions
- II. Providing effective and appropriate membership services
- III. Communicating with members with regard to organisational issues
- IV. Promoting CtK events and group activities

#### ***b) Processed for specified purposes***

Any personal data should only be used for purposes for which it was collected. Ministry areas or groups should only share information about other individuals or organisations that fit within that purpose.

Examples of this may include: promoting other churches' or organisations' events (e.g. New Wine) with non-church members.

Under **no** circumstances should ministry areas or groups pass on any personal data relating to members or prospective members to third parties without consulting the Incumbent, Standing Committee, PCC and the individual.

***c) Adequate, relevant and not excessive***

Only data needed for the specific purpose should be asked for or recorded. Information that is not relevant for the purpose must not be collected simply because it might be useful in the future.

***d) Accurate and, where necessary, kept up to date***

Ministry area heads should ensure that any database is maintained and kept updated to ensure effective communication with those people linked to the ministry area or group.

Ministry areas should ensure that group members are able to simply update or change their contact details, either through a form or via the website. (i.e. a termly mailing giving the current details held and a slip / form to make any changes that are required).

Any changes should be communicated to the team leading the group / ministry area as required. On receipt of any updated information, ministry areas and groups should discard or archive previous records and replace them with the new information where appropriate.

It is important that inaccurate and out-of-date information is regularly deleted/destroyed and inaccurate records corrected (i.e. archived either encrypted / password protected digitally or in hard copy and securely stored in accordance with diocesan rules on how long records should be kept. Where paper records are to be destroyed they should be shredded.)

***e) Not kept for longer than is necessary***

It is important that appropriate data retention periods are defined and adhered to.

In essence data should not be retained for any longer than is necessary to fulfil the reason it was collected unless otherwise required by law.

If the data is for vulnerable children and/or adults the current diocesan retention periods must be adhered to. (Please see the Peterborough diocesan website or contact the CtK safeguarding officer via the church office).

***f) Processed in line with the rights of the individual***

Currently the Church of Christ the King does not operate a single central database for all the ministry area groups and activities. It is important that each area ensures that it offers anyone registering with them complete transparency and, if requested, allows them to view the personal data that is being held on their database about them or their ward / child.

If they have given consent for pictures or video that has been taken of them or their children, they have the right to request that the images are deleted or removed from use at any time after the consent has been given. (Further details of how to obtain consent for taking pictures and video can be found in the Christ the King guidelines for taking of photos and video)

**g) Kept secure**

In all cases great care must be taken to secure and maintain any personal data held, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Volunteers processing data must ensure that:**

- i. Access to laptops/computers where personal data is stored is restricted to authorised users only;
- ii. Any database passwords are kept secure and not shared with other people;
- iii. Computers/laptops containing personal data should always be stored securely – i.e. not left in a vehicle overnight;
- iv. Data collection through the website must be done with appropriate security policies and the latest security software in place.

**h) Not transferred to countries outside the European Economic Area unless the information is adequately protected.**

If you are using bulk email tools or storing data on websites it is possible that the servers are located outside the European Economic Area. It is recommended that you only use services provided by companies who host data within the UK or have signed the appropriate safe harbour agreements.

For more information on this please see:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

For Further information and how this policy relates to the wider Church of England and Peterborough Diocese please see:

<https://www.peterborough-diocese.org.uk/main/privacy-policy>

**4 Privacy policy statements and registration forms.**

# DATA PRIVACY NOTICE



## For the PCC and Church of Christ the King, Kettering.

Following Brexit, The EU General Data Protection Regulation 2018 (GDPR) was brought into U.K. law as the UK GDPR and is supplemented by the Data Protection Act 2018, and gives individuals more rights and protection as to how their personal data is used by organisations.

The information you provide will be held in compliance with the UK GDPR, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations (PECR) 2003, together with any further relevant legislation introduced from time to time, and hereafter referred to as the legislation. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who has a connection with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use the information you give us. If your questions are not fully answered by the information below, please contact us.

By providing your personal details you agree to allow The Church of Christ the King to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current legislation. We will only share your data with third parties outside of the parish with your consent.

### 1. Who are we?

The PCC of the Church of Christ the King, Kettering is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 2. Your Personal Data – What is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the legislation.

### 3. How do we collect information about you?

We collect personal information from you in a variety of ways: e.g. if you complete a consent form, serve on a team, become a member, make a donation, book onto an event, request a resource, give your details to a member of staff, complete a digital or paper sign up form or card at an event.

### 4. How do we process your personal data?

The PCC of Christ the King, Kettering complies with its obligations under the legislation by keeping personal data up to date\*; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical and organisational measures are in place to protect personal data.

\*Keeping us up to date with your details and contact preferences

- Please tell us as soon as any of your contact details change so that we can keep our records up to date.
- You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email through the church office.
- If you have access to My ChurchSuite you can update your personal details and communication preferences yourself. If you choose this option, we advise that you notify the office that a change has been made.

- You can unsubscribe from our regular emails at any time by using the 'unsubscribe' or 'change preferences' links on the email you have received.

## 5. What is the lawful basis for processing your personal data?

The legislation provides a framework which permits us to use your information in a number of different ways. There are three specific categories which we use at Christ the King and they provide the 'lawful basis' for holding and processing your personal data:

### **Consent:**

The primary means of capturing and recording your personal data is via an approved consent form. On the basis of this consent, your personal data is then stored in our church database (ChurchSuite). So that we can keep you informed about news, events, activities and services and process your gift aid donations in line with that consent.

### **Legitimate interest:**

Where you sign up for an event or group run by the church and we communicate with you about that event or group.

Where you have contacted us independently for information about the church. In this context we will only use your contact details to respond to your enquiry unless you explicitly consent for us to use your information for another purpose.

Where we need to communicate with you about: -

- Relevant matters such as church news, events, courses, services and ministries
- A public-interest matter, for example to let you know if an event is cancelled due to bad weather
- A ministry or group that you are involved in as part of a serving team

For good governance, accounting, planning and analysis. Examples might include:

- An invitation to complete an electoral roll form.
- A thank you letter.
- Information about a church stewardship programme.

### **Legal obligation:**

Where we are required to maintain and report financial/accounting information for up to six years from the end of the tax year in which a financial transaction was processed. This would typically be in respect of donations you may make to the church, or payments for certain events or courses run by the church.

Where we are required to maintain attendance records at groups or events in line with our safeguarding policy.

Where we are required to hold information and data relating to safeguarding incidents in order to fulfil our responsibilities to ensure the safety and wellbeing of people in our church in line with the statutory and legal obligations of the Church of England.

Where we are required to maintain and keep legal registers (baptisms, marriages, funerals, burials)

## 6. How do we use your personal data?

- To enable us to provide a voluntary service for the benefit of the public on the Ise Lodge and in the Kettering area as specified in our vision and mission;
- To inform you of news, events, activities and services running at Christ the King, this may include using an external email platform such as Churchsuite;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees and volunteers;
- To organise rotas and other administrative tasks.
- To ask for financial and non-financial support, such as prayer.
- To customise the information we send to ensure we work in the most cost effective way and only send information which is appropriate to you.
- To record your attendance or involvement at a Christ the King event.
- To enhance or improve your experience on our website. When you indicate your preferences through the use of our site, we may use this information to personalise the site to better meet your needs.
- To process a grant or application for a role.

## 7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

## 8. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out by the legislation and the Church of England guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

We endeavour to maintain only data that is relevant, accurate and up to date. We operate to an annual process of review by which we assess who is actively engaging in church membership and where this is not the case, we will securely delete your data. However, we retain member and former member information if there is a legal requirement to do so eg Gift Aid declarations and financial data for up to 6 years after the calendar year to which they relate; and legal registers (baptisms, marriages and funerals) and safeguarding records permanently.

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<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

## 9. Your rights and your personal data

Unless subject to an exemption under the legislation, you have the following rights with respect to your personal data: -

- The right to be informed about the identity of Christ the King and how Christ the King intends to use your information (this is usually achieved through the Data Privacy Notice).
- The right of access to your personal data which Christ the King holds about you (Subject Access Request). We are obliged to provide such access within one month unless we provide a legitimate reason why we need to extend the period
- The right to be forgotten - request your personal data is erased where it is no longer necessary for Christ the King, Kettering to retain such data, unless there is a legal obligation to keep it.
- The right to withdraw your consent to the processing at any time. In this case we will inform you if we are able to comply or if we have legitimate grounds to continue to process your data.
- The right to correction (rectification) - to request that Christ the King, Kettering corrects any personal data if it is found to be inaccurate or out of date.
- The right to data portability – you have the right to request that we transfer some of your data to another controller and we will comply with your request where it is feasible to do so, within one month of receiving your request (known as the right to data portability), [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]
- The right to object to the processing of personal data. You have the right to request that Christ the King, Kettering stop processing your data, upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- The right to lodge a complaint with the Information Commissioners Office (see below details of how to contact the ICO).

## 10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Office at CtK via [Office@ctk.org.uk](mailto:Office@ctk.org.uk) or the Data Controller (currently Andy Stilwell) via [Youth@ctk.org.uk](mailto:Youth@ctk.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

## COVID-19 Additional information

Although we may have your contact details already for our usual work, the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone numbers of all clergy, staff and visitors who visit/use our church building to support the NHS Test and Trace. This is specifically in relation to contact tracing, which is the process of identifying, assessing and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

If we are collecting your data for the sole purpose of Test and Trace we will need your consent to do so. This is voluntary and you don't have to provide your details. However if you do, they will only be used for the purpose of sharing them with NHS Test and Trace.

Your personal data (name and telephone number) may be shared with NHS Test and Trace if requested and providing you have given consent for us to do so.

We need your consent in order to collect your name and contact telephone number and share this with NHS Test and Trace if requested. You will give us your consent by providing your details on a sign-in form, booking form on ChurchSuite or by email.

We need your explicit consent to collect your data on the basis that you may have revealed a religious belief by using our church building/s. You will give your explicit consent by completing a sign-in form, booking form on ChurchSuite or by email.

These records will be kept for one month after they are taken and then destroyed unless they are required for other legal purposes or the PCC of the Church of Christ the King has obtained consent to retain them.

Further information on NHS Test and Trace COVID-19 For more information about Test and Trace and how they will use your personal details, please see the Government guidance website:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Test and Trace provides testing for anyone who has symptoms of coronavirus to find out if they have the virus; contacts anyone who has had a positive test result to help them share information about any close recent contacts they have had; alerts those contacts, where necessary, and notifies them they need to self isolate to help stop the spread of the virus.

This is voluntary, and you don't have to provide your details, however, if you do, they will only be used for the purpose of sharing them with NHS Test and Trace. You can withdraw your consent at any time after giving your details by contacting the church office to inform us you no longer want us to keep or share your personal data for this purpose.

Please note, once we have given your details to Test and Trace we will no longer be able to prevent processing.

# Welcome to Christ the King



We would love to stay in touch with you and let you know more about us, so if you are here for the first time, or have recently begun journeying with us, it would be a great help if you could please fill out the details below:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Names & ages of children (if any): \_\_\_\_\_  
(Please can you complete a youth or children's work consent form for each child)

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By signing this form, you are confirming that you are consenting to the PCC of Christ the King, Kettering holding and processing your personal data for the following purposes:  
(Please tick the box(es) where you grant consent)

- I consent to the church contacting me by:  post  phone  email  social media
- To keep me informed about news, events, activities and services at Christ the King  
(Please note that you can unsubscribe from these ministry update messages at any time by contacting the church office);
- To add my details to ChurchSuite, the web-based administration tool which we use to store your data;
- To share my contact details with the members and ministry leaders of CtK through the online address book (ChurchSuite) so they can communicate with me and keep me informed about news, events, activities and services which will be occurring at the church of Christ the King, Kettering.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

If you are completing this for your partner, please ask them to read the above and, if they agree with the boxes that have been ticked, sign below

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is on display in the corridor and available from our website or from the Parish Office.

**You can withdraw or change your consent at any time by contacting the Parish Administrator at Christ the King Church Office, Deeble Road, Kettering, NN16 7AA or [office@ctk.org.uk](mailto:office@ctk.org.uk) ☎ 01536 517553.**

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Christ the King PCC is a Registered Charity, No 113009

# Little Ones Registration Form

Welcome to Little Ones at CtK. We ask everyone who regularly attends to complete a registration form to help us keep you informed about all that's going on with our group, and sometimes the wider church family.

Adult's name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Child's first name: \_\_\_\_\_

Child's surname: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Boy / Girl (Please Delete as appropriate)

Child's first name: \_\_\_\_\_

Child's surname: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Boy / Girl (Please Delete as appropriate)

Child's first name: \_\_\_\_\_

Child's surname: \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

Boy / Girl (Please Delete as appropriate)

Please give any additional information about your child/children that would be helpful for us to know.

Please note that by signing this form you are confirming that you are consenting to the PCC of the Church of Christ the King, Kettering holding and processing your personal data for the following purposes (please tick the boxes where you grant consent)

I consent to the church contacting me by:  Post  Phone  Email  Social Media

- adding my details to ChurchSuite (the web-based church directory and administration tool) to enable the church to communicate effectively with me;
- keeping me informed about news, events, activities and services at Christ the King; (please note that you can unsubscribe from Ministry Update messages at any time)
- keeping me informed about news, events, activities at Little Ones and Who Let the Dads Out?; (please note that you can unsubscribe at any time)
- I give permission for my child/young person & me to be photographed or filmed when taking part in the activities and groups at CtK and the pictures and film footage used for CtK publicity / social media / displays. (for more information please speak to a member of staff or look at our privacy &/or taking and using image policy and guidelines)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is on display in the corridor and available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Administrator at Christ the King's Church Office, Deeble Road, Kettering, NN15 7AA or [office@ctk.org.uk](mailto:office@ctk.org.uk) ☎ 01536 517553.

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.



## The Church of Christ the King Registration & Consent form.

This consent form is for all the activities for children and young people at the Church of Christ the King for the current academic year. **These include: weekly activity based groups, Children’s and Youth Roots/ Small Groups, also our work with young adults.** Completing this consent form will entitle your child to attend the age appropriate group and/or serve on a team. *(To be completed as appropriate by the adult, or parent/carer of the child or young person under 18, annually for church groups).*

### Section1. Family contact details:

This information will help us contact you should we need to. Please check or complete the details where appropriate:

Child’s first name	
Child’s last name	
Date of Birth	
Address Line 1	
Address Line 2	
Town	
County	
Postcode	
Name of Parent(s) or Guardian(s)	
Parent / Guardian Home telephone	
Parent / Guardian Mobile	
Parent / Guardian Email	
If appropriate, Child’s Mobile	
If appropriate, Child’s Email	
Family Doctors Details	
School	
School Year	

### About your child:

Does your child have any food allergies? (please specify)	
Does your child have any medical conditions? (please specify)	
Does your child take any medication? (please specify)	
Date of last anti-tetanus injection	
Does your child have any additional needs? (please specify)	
Is there anything else you would like us to know about you/your child?	

### Alternative emergency contact details for parents/guardians:

Contact name for carer/ an alternative adult in case of emergencies .....

Tel no ..... Relationship to you/your child .....

### Arrangements for collection: church groups (please delete as appropriate)

I will bring and collect my child/young person to and from the group **Yes/No**

**Or** My child/young person will be collected by..... Relationship to you or them.....

Name of anyone **NOT** allowed to collect my child ..... Relationship to child.....

My child has permission to travel to and from the group without me (*children over 11years*) **Yes/No**

**Section 2 Permission and Specific Consent:**

Here at the Church of Christ the King we take the safeguarding of children and young people and your privacy seriously and we will only use your personal information to serve you and to protect your child whilst they are a member of a group and take part in the activities and services at the Church of Christ the King. Please note that by signing this form you are confirming that you are consenting to the PCC of Christ the King Church, Kettering holding and processing your personal data for the following purposes; (please tick the boxes where you grant consent)

I consent to the church contacting me by:  Post  Phone  Email  Social Media

I give my consent to any medical treatment that may be required in an emergency by either a qualified medical practitioner or a qualified first aider. I agree to inform the youth at CtK team of any changes to the medical information supplied overleaf. (\*see note below);

I give my permission for my child/young person to be photographed or filmed when taking part in CtK children and youth activities and the pictures and film footage used for CtK publicity (inc social media, online, & Print); (please note this will be done in accordance to our privacy and using images and video policy & guidelines)

I give permission for Church of Christ the King to communicate with my child/young person using the following form(s) of communication, in line with the Social Media & Online Communications policy. (available on request). Please tick those that can be used:

Facebook Messenger  WhatsApp  Text Messaging  Email  
 Discord game streaming app  Zoom  Instagram  Twitter

I give permission to add my and my child/young person’s details to ChurchSuite (web based directory and administration tool) to enable the church to communicate with us and register my child.

keeping me informed about news, events, activities and services at Christ the King; (please note that you can unsubscribe from Ministry Update messages at any time)

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is on display in the corridor and available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Parish Administrator at Christ the King’s Church Office, Deeble Road, Kettering, NN15 7AA or [office@ctk.org.uk](mailto:office@ctk.org.uk) ☎ 01536 517553. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

**Section 3. Further information to be read and signed by an adult with parental responsibility.**

By signing this I give permission for my child/young person to become a member of the Children’s and Youth work at the Church of Christ the King and take part in the weekly activities they run for children and young people for the current academic year. Transport to and from these activities and meetings (*unless otherwise stated*) is the group member’s parent’s or guardian’s responsibility.

When an activity is away from the usual premises, I agree to my child/young person travelling by private transport in accordance with the Church of Christ the King’s transport policy (*available on request*).

I acknowledge that expensive personal possessions are my child/young person responsibility and that leaders cannot be held responsible for any loss or damage to my child’s property and that the CtK team recommend leaving these possessions and devises at home.

I understand that if my child/young person grossly misbehaves at any group or activity the organisers may forbid them from continuing to take part and may be asked to leave/ be collected by their parents or guardians. I agree to pay for any deliberate damage caused by my child/young person.

Signed (parent/guardian) ..... Date .....

Name (parent/guardian) .....

\* Note: The medical profession takes the view that a parent’s consent to medical treatment cannot be delegated. This view is explicit in the Children Act 1989. Medical consent forms have no legal status and a doctor has the right to insist on parental consent to treat a child. However it can be of comfort to medical staff to have general consent in advance from parents or have a leader on hand to sign forms.

## 5 Reporting Incidents & requests for data disclosures

In the event of a data protection breach, e.g. loss, theft or unauthorised access to personal details, this report form must be completed and returned to the PCC via the Church Office.

<b>Data Protection Incident Report Form</b>	
<b>Your name</b>	
<b>Your contact details</b>	
<b>Was the personal information lost, stolen or accessed by unauthorised individual(s)? Please provide details.</b>	
<b>Please provide details of the type of personal information and number of records involved.</b>	
<b>Please provide details of the circumstances of the loss/theft/access.</b>	
<b>Please provide details of action taken to minimise or mitigate the effect on individuals involved, including whether they have been informed.</b>	
<b>Please provide details of how or if the loss is being investigated.</b>	
<b>Please provide details of remedial action taken to prevent any future occurrence and any other information you feel may assist the PCC Projects Group in making an assessment on how the matter should be followed up.</b>	
<b>Does the breach need to be reported to the ICO? If yes please give details.</b>	

## 6 Definitions

- Data: is recorded information, whether stored electronically on computer or in paper based filing systems.
- Personal: means that the information is about an identifiable living individual.
- Personal data can be factual, such as a name, address or date of birth, or it can be an opinion, such as how a manager thinks an employee has performed at an appraisal. It can even include a simple email address.
- Processing: is any activity that involves the data. This includes collecting, recording or retrieving the data, or doing work on the data such as organising, adapting, changing, erasing or destroying it.
- Special Category Data data: includes information about someone's racial or ethnic origin, political opinions, and religious or other beliefs, trade-union membership, genetic, biometric data, data concerning a person's health, sexual orientation of sex life, or criminal proceedings or convictions. Sensitive personal data can only be processed under strict conditions. Under the legislation the processing of such data is forbidden unless we provide a legal basis under both Article 6 and Article 9 of the UK GDPR.
- Data users: include employees and volunteers whose work involves processing personal information. As a data user, you have a legal duty to protect the information you handle. You must follow your employer's data protection and security policies at all times.
- Data subjects: are the people the information is about. Within the church family, they may be current members or people applying for volunteer roles. Data subjects might also be customers, suppliers, clients, patients or other people about whom information is held. All data subjects have certain legal rights in relation to their personal information.
- Data processors: may be separate organisations that process information on behalf of data controllers. They must also follow the act and make sure information is handled properly.