***Kent Street Community Church Contact and Consent Form***

**\*** *Optional*

*PLEASE USE BLOCK CAPITALS. Sections marked with an asterisk\* are optional*

|  |  |
| --- | --- |
| **First & Last Name:** |  |
| **Like to be called:** |  |
| **\*Address:**  |  |
|  |
| **\*Postcode:** |  |
| **Contact number:** |  |
| **\*Email address:**  |  |
| **\*Date of birth:** | *(For the birthday register; to acknowledge your birthday)* |
|  |  |
| *In the event of an emergency:* |
| **\*Name of next of kin:** |  |
| **\*Relationship:** |  |
| **\*Contact number:** |  |
| **\*Any information you feel we should know about: e.g. epilepsy, asthma, coeliac, allergies** |  |
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|  |
| **I give my consent to the following:** *Please* tick *[🗸 ]*  |
| **Print my name, address, phone/mobile number, email address in the next church directory? [ ]****My name and phone number to be added to the church WhatsApp information and prayer groups [ ]** |
| **To receive communication by: Telephone [ ] Mobile [ ] Text Messages [ ] Post [ ] Email [ ]** |
| **Photographs/videos can be taken of me whilst involved in KSCC activities? [ ]***Please note all services are livestreamed and videos uploaded via YouTube***Photographs/videos of me can be used by KSCC: Livestreaming / YouTube [ ] Printed [ ]**  **Website [ ] Social media e.g.Facebook [ ] WhatsApp [ ]** **Photographs/videos of me can be kept on file by Kent Street Community Church or at the Independent Methodist Resource Centre, Fleet Street, Pemberton, Wigan for KSCC historical records [ ]**  |
| **I give permission for my next of kin to be contacted in the event of an emergency? [ ]****I give permission for emergency first aid to be administered? [ ]****I give permission for the emergency medical team (Ambulance) to be contacted [ ]** |
| *By signing this form you are confirming you have read the privacy notice (see over). The privacy notice can also be found by visiting* [*www.kscc-warrington.org.uk/dataprotection*](http://www.kscc-warrington.org.uk/dataprotection) |
| **Signature:**  | **Date:** |
| *Please note you can withdraw or update this information form or change the consent at any time by speaking to one of the leaders of KSCC or in writing including text or social media.* |
| *If you have children attending church activities please complete a separate form for each child and sign on their behalf if under the age of 18 years.* |

**CHURCH CONTACT AND CONSENT FORM PRIVACY NOTICE**

**Identity and contact details of the Data Protection Officer**

Under Data Protection legislation the Church Charity Managing Trustees of Kent Street Community Church (KSCC) are the Data Controller and can be contacted by emailing kentstreetcommunitychurch@yahoo.co.uk or by writing to Kent Street Community Church, Kent Street, Latchford, Warrington, WA4 1BT

**What information do we collect about you**

We are collecting your personal information. This is your name, address, contact number, email address, date of birth, name and contact information for your next of kin, and any relevant health information that you decide to disclose. We are asking for your consent preferences regarding, for example, printing your details in the Church Directory, the use of your image whilst engaged in church activities.

We may capture your image whilst filming the church service.

By taking part in the service this may indicate your religious belief, and this will be treated as special category data.

**How will your information be used**

We are collecting this information to enable KSCC to keep in touch with you and provide pastoral support as appropriate.

We may use your personal data, if specifically agreed on your Church Contact and Consent Form, to: administer the website of Kent Street Community Church, produce printed publications for KSCC (for example the Welcome Booklet) and for display boards within KSCC. We may use your personal data, if specifically agreed on the consent form, to send you email, WhatsApp, text or letter notifications, which you have specifically requested.

We are collecting your personal information for the purpose of recording, and uploading or livestreamingservices from our church, online, to reach out to those who are unable to attend in person, or who wish to participate in our services remotely*.*

If you have indicated on your contact form you do not, for example, wish to be videoed, Church Leaders will notify those responsible for recording of this request. Please note that once live streaming or filming has started your consent can not be withdrawn and your data will be on the internet.

**Our legal basis for processing your data**

Data Protection legislation allows us to process your personal information as we regard it as being in the church’s legitimate interest.

In obtaining images, we collect and use your personal data using consent. By signing a consent form you are consenting to us using your data for the purposes documented above.

**Who receives your information**

We would like to include your name and contact details in our Church Directory which will be distributed in printed form to all regular attendees who have also agreed they would like to be included in the Church Directory.

We will not give copies of the Church Directory to anyone else. If you are happy for your details to be included, please indicate where asked to do so. You can ask for your details to be removed at any time from the hard copy held by the church

If you serve KSCC in a key role then we will pass on your contact details to the Independent Methodist Connexion to enable them to send you information relevant to your role.

Your personal data (image, name and possibly your religious belief) obtained for the purpose of recording, uploading or livestreaming services from KSCC, online will be uploaded onto YouTube. The uploaded copy can be accessed via YouTube directly, or a link on the church website, Facebook page and the WhatsApp Information Group.

**Where your information is stored and how it is kept secure**

Your Church Contact and Consent Form will be stored securely in a lockable filing cabinet in the church building. This will be accessed by the Church Leaders only.

Your original images will be stored securely and used in line with our Data Protection Policy.

**How long will your information be held for**

Your Church Contact and Consent Form will be removed and destroyed once you are no longer a member or regular attendee of the church – unless you have agreed that you would like us to keep you informed about future activities, or consented to the use of images being used on KSCC website, printed materials, or internal display in the future. If this is the case, we will retain your details for these purposes only. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

KSCC will not disclose any personal information to a third party without your consent.  We may, however, be obliged to disclose your personal information to meet any legal or regulatory requirements (eg safeguarding concerns).

**Your rights**

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ to the Church Leadership Team. You also have the right to ask for information which you believe to be incorrect to be rectified.

**How to raise a concern with us**

If you are concerned about the way your information is being handled, please contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Updated February 2025