



Leigh Elim Church
Personal Information Consent Form
GDRP May 2018

Dear Church Members,

You may be aware that new General Data Protection Regulation (GDPR) requirements are coming into force on 25th May 2018.

Although we believe you have already consented for us to hold and use your personal information via hardcopy, computer or email in the past, we are required to have a specific record of your consent to comply with these new regulations.

Please see below and attached. There is a Personal Data Form attached which we require back from you as detailed within seven days.

We will continue to use your personal information only for the following purposes:

- to communicate with you as part of a church team (*e.g.: sharing rotas, arrangements for church events etc.*)
- to ensure that our records at Leigh Elim Church are kept up to date

Our commitment to you:

- we will never pass on your details to any Third Party
- we will continue to take all necessary steps to ensure that your details are kept securely on our digital systems
- you will continue to have the right to know what details we hold about you
- you will have the right to ask for erasure of your details - the "Right to be Forgotten"

What is different about GDPR than existing Data Protection Regulations?

1. You're better protected

The new rules make sure that all organisations are set up to protect any personal data they hold, and to act appropriately if something goes wrong.

We will regularly review our privacy notice. It tells you how we use your data and what your options are. We've recently updated it and you can find the latest version attached. We may update it again if there are other changes relating to GDPR.

2. You have more control

The new regulation supports your right to have your privacy respected and your data protected. It gives you easier access to the personal information organisations hold about you, if you wish to check or change it. It is designed to give you confidence that this information is accurate, up to date and well managed.

3. You can choose who can contact you, and how

In the coming months, organisations may be asking for your consent to contact you. You can control if and how you want to be contacted, for example by letter, email or phone.

At Leigh Elim Church, we want to make it as easy as possible, so please take time to read the attached and help us to make sure we are updated of your details if and when they change.

4. You can change your mind

Remember, every organisation must provide you with the opportunity to change your mind about the choices you have made. This is intended to give you options and keep you in control. At Leigh Elim Church we will ensure that you can update your choices at any time.