



Privacy Notice for collecting contact information from church attendees

This privacy notice is an addendum to Haven Green Baptist Church's main privacy statement and notices. The Charity Trustees of Haven Green Baptist Church (as Data Controller) can be contacted by ringing 020 8998 2508 or emailing dataprotectionofficer@havengreen.org.uk. We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Haven Green Baptist Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Anytown Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored [please provide detail of how details will be stored and kept secure]. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Haven Green Baptist Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.