

DATE: TIME.....



SHOTGATE BAPTIST CHURCH
Privacy Notice and Attendance Form
Church Attendees



Privacy Notice

This privacy notice is an addendum to the main Fair Processing and Privacy Notice.

Under Data Protection legislation the church Charity Trustees of Shotgate Baptist Church are the Data Controller and can be contacted by ringing 01268 573 522 (please leave a message) or emailing shotgatebaptist@outlook.com.

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Shotgate 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 Shotgate 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 in a locked filing cabinet in the church office. 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 Shotgate 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.

Acknowledgement form

By signing this form you:

- Confirm you do not currently have any of the key symptoms of COVID-19 (fever, persistent dry cough and loss of taste or smell) and have not had such symptoms for 14-days, or have been asked to self-isolate by NHS Track and Trace.
- Confirm that you have read the above statement regarding the use of your personal data, and give consent for it's use as described.

Name	
Home Phone	
Mobile phone	

Signature: