

THRAPSTON BAPTIST CHURCH

Knowing Jesus, Making Jesus Known



Holiday Club Privacy Statement and Emergency Medical Treatment Procedure

Personal Data

Under Data Protection legislation the church Leaders of Thrapston Baptist Church are the Data Controller and can be contacted by emailing thrapston.baptist@gmail.com, or by telephone on 01832 734 880.

We are collecting this information to enable the church to run the Holiday Club safely and ensure we can contact you (or other nominated adult) in case of an emergency. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

If you are unable or unwilling to supply the information requested then we will be unable to accept your child at our Holiday Club.

The information you supply will be held in paper form in a folder, which will be stored (when not in use during the Holiday Club) in the securely locked church office; and/or in a password protected spreadsheet; and/or in the church's password protected web-based church administration system. Only the Minister and the Holiday Club leaders will have access to this information.

If you have ticked the box on the Registration Form permitting us to keep you informed about future events, arranged either by us at Thrapston Baptist church, or by St James's church, that we think you or your child might be interested in attending, we will retain your details for the sole purpose of notifying you of such events. 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.

If you have not ticked the box, the forms will be destroyed once Holiday Club has finished and all data saved electronically will be deleted.

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.

Photographs

Photographs will be taken during the Holiday Club. If you have ticked the box on the Registration Form giving us permission to take or use photographs of your child, the photographs will be used for Thrapston Baptist church or St James's church publicity and news purposes only, including publishing on the churches'

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web sites, in church magazines, or as part of a local press release. If you have not ticked the box any easily recognizable images of your child will be rendered unrecognizable.

Emergency Medical Treatment Procedure

In the unlikely event of illness or accident, any appropriate first aid will be given by the nominated first-aider. In an emergency every effort will be made to contact the person designated as the Emergency Contact as soon as possible.

However, if they cannot be contacted, and it is deemed necessary, your child will be given appropriate hospital treatment, including anaesthetics if required.

Under Data Protection legislation we are required to specifically request your consent to share your child's details, including medical information, with appropriate professionals in the event of an emergency. If you are unwilling to agree to this, then we will be unable to accept your child at our Holiday Club.