

Earls Colne Baptist Church,
Halstead Road,
Earls Colne,
Colchester,
CO6 2LR.

March 2024

Dear church members and attendees.

The deacons and I have recently reviewed our Data Protection Policy and we are writing to let you know the following:

- We record any contact details you have given us in the ECBC Directory. This is kept securely by the minister / deacons.
- We will only pass your details on to other church members and regular attendees if you have given us permission to do so.
- We will not pass your details on to anybody outside the immediate fellowship unless required to for a safeguarding purpose.
- All contact details will be destroyed and take anew every year.
- If you give a tithe, only Cynthia and Ruth will see this coming into the church's bank account. (The collective, rather than individual, tithe amounts will be shared at deacons' and members' meetings.)

If you would like to check or update your contact details, remove them or change your preference for sharing or not, then please speak to Cynthia or Judy.

If you have a copy of the ECBC Directory, then please keep it on a password protected device or in a locked cupboard. We can shred any directories that cannot be kept securely.

For our full Data Protection Policy, please visit
<https://www.earlscolnebaptist.co.uk/policies/>

Wishing you blessings, *Michelle*.