

Information we may collect about you and your child if you check your visiting child in to our groups... What we use this information for

**Introduction**

We run a child check-in system at weekend services and some midweek events where children and young people are in attendance at groups within those sessions. Our groups are open to visitors and we would like to welcome your child too.

If your child (aged under 18) is participating in groups, events or ministries run by us, we will collect certain information about you (as parent/guardian) and also your child. Some information is required for safeguarding purposes and some information is collected so that we can better serve your family and communicate with you or your child.

Any personal data you provide about you or your child will be retained for a maximum to 6 months after the date of your child's most recent visitor check-in i.e. after 6 months of inactivity we will automatically delete all the visitor contact information we hold about you/your child. However, for safeguarding purposes we will continue to maintain a record of your child's name as having been historically in attendance at our groups on specific dates.

**Child name**

Your child's name is used to help identify them in the church's database to users, and to the leaders of the groups they participate in. We may address them personally by name in our communications, if you have agreed they receive these from the church.

Your child's name is displayed on the name badges we use as part of our check-in/out processes.

**Sex**

Your child's sex is used to help us understand the demographic makeup of the church, and also to send you relevant communications about gender-related initiatives based on your child's sex (if you have agreed you/they receive these from us). Your child's sex is recorded as either male, female or unspecified/unknown.

**Date of birth**

Your child's date of birth, used to calculate their age and school year is used to determine the correct age-appropriate group for your child at our weekend services and mid-week groups and clubs. At your request we can override the suggested group in order to place your child in a group with a preferred sibling or known friend.

**Medical**

You can tell us about any medical conditions or special needs your child has that are relevant to their participating in the group. We may serve snacks or refreshments during group sessions, so it's

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important the group leaders are aware of any allergies your child may have.

**Parent/Guardian**

Your name is used to help identify you in the church's database to users, and to the leaders of the groups your child participates in. We may address you personally by name in our communications, if you have agreed they receive these from the church.

**Email**

Your email address is used by us to send a confirmation of the information you have provided about you and your child at check-in. As a courtesy we will also contact you by email after your child's first session to check how your child got on. In that email you will have the opportunity to opt in to receive further communications from the church if you wish. This may be useful if you are looking for a church and would like to find out more about us.

**Mobile**

We may need to contact you quickly during the session that your child is attending. We may therefore contact you by mobile telephone if you have provided this information.

**Notes**

You are able to add an optional note against your child's details if your wish; for example, to let us know about something important about you or your child that doesn't fit in any of the other visitor fields.