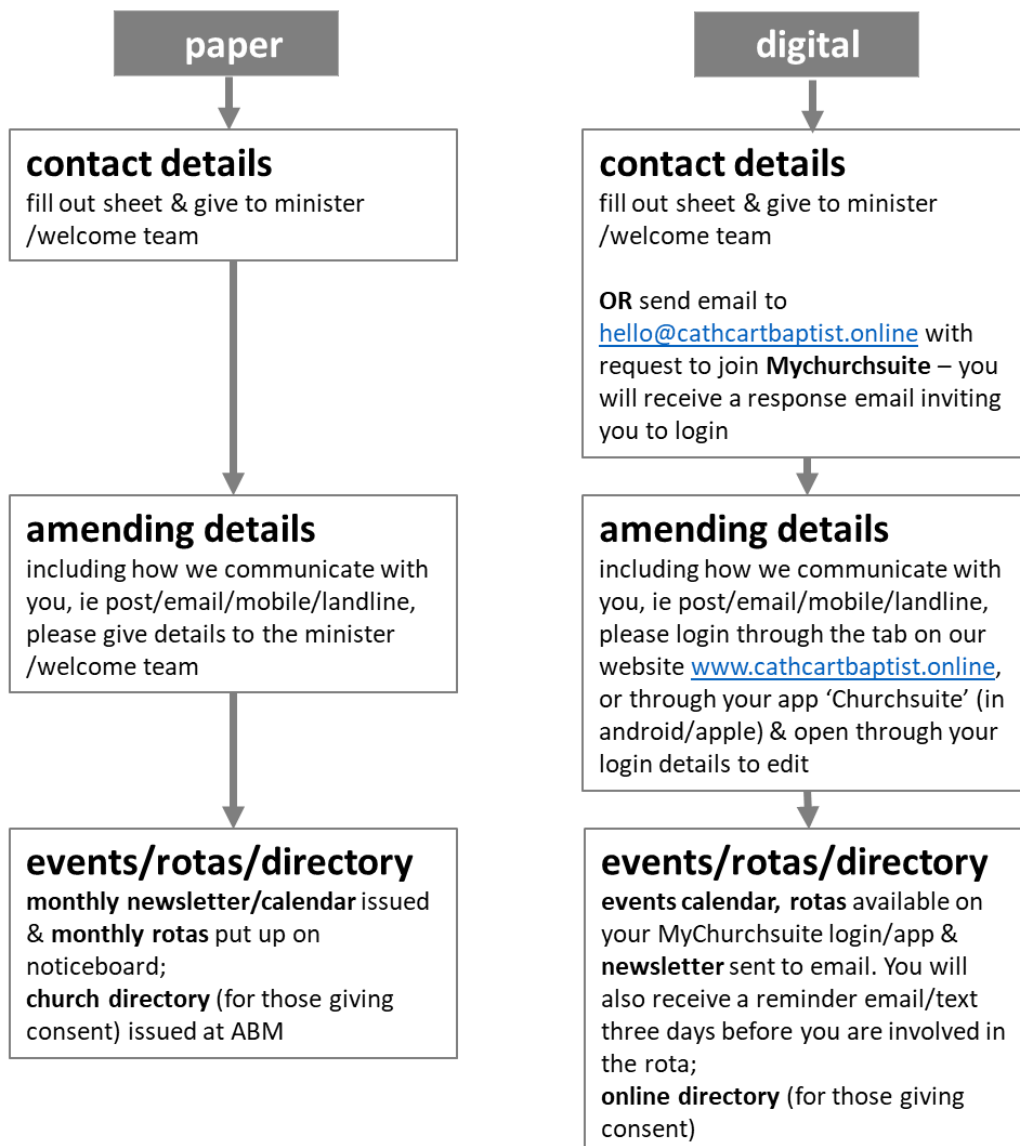




## welcome information – sharing together

We recognise, as a church, that you will take your own decisions in how you connect into what is happening across the church. Here we've set out two ways in which you can make the communication work. One is through online/digital connections, the other is through paper & conversation. You are welcome to work with whichever route you feel comfortable in choosing. From 25<sup>th</sup> May 2018, we need to work with the transparency of these routes under General Data Protection Regulations (GDPR).



Cathcart Baptist Church & Community Hub  
96 Merrylee Road, GLASGOW, G43 2RA | Scottish Charity No. SC006795

[hello@cathcartbaptist.online](mailto:hello@cathcartbaptist.online) | 07511 699805  
[www.cathcartbaptist.online](http://www.cathcartbaptist.online)



## How do I make choices about setting my contact details visible to others in the congregation?

Your contact details are held within Churchsuite under the terms of our Data Protection Policy, a copy of which is available through our website, or available in our entrance hall. If working the paper route, please speak to the Minister, to advise of changes. If working the digital route, please follow the path below.

When you **login** to MyChurchsuite, you access your own details, along with the other information on the church calendar, upcoming events and rotas. **You choose** what you want to appear within the church directory. This directory, in its online version, **is only accessible to others who are in the congregation and are able to login**. When you first login, your details are set to invisible – to make them visible to others in the church you need to tick the boxes.

We plan to issue a **paper version** of the current Church Directory at each ABM in November. In the lead up to that meeting we will ask whether or not you want to be included in the paper version & which details to include from the online version.

## What do I do to make these choices?

**Login.** If you have gone down the digital route then you will have received an invitation to MyChurchsuite. Follow the instructions through on the invitation.

You will see something like this, scroll down if you don't immediately see it:

Derrick Watson

DW

07511 699 805  
0141 639 3917  
derrick@cathcartbaptist.online  
1 Buttercup Place, Newton Mearns, Glasgow, East  
Renfrewshire, G77 6PJ

Lives in Glasgow. Works as a Minister at Cathcart Baptist Church.

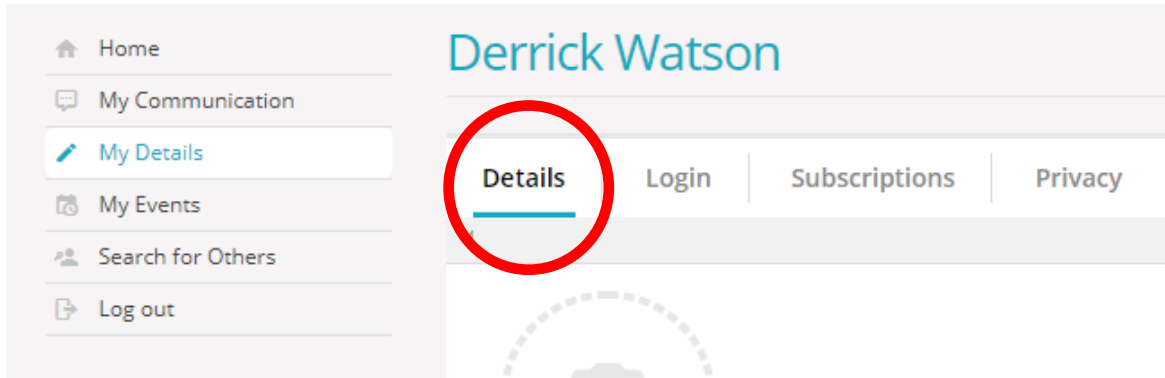
click this, to go into your details & edit

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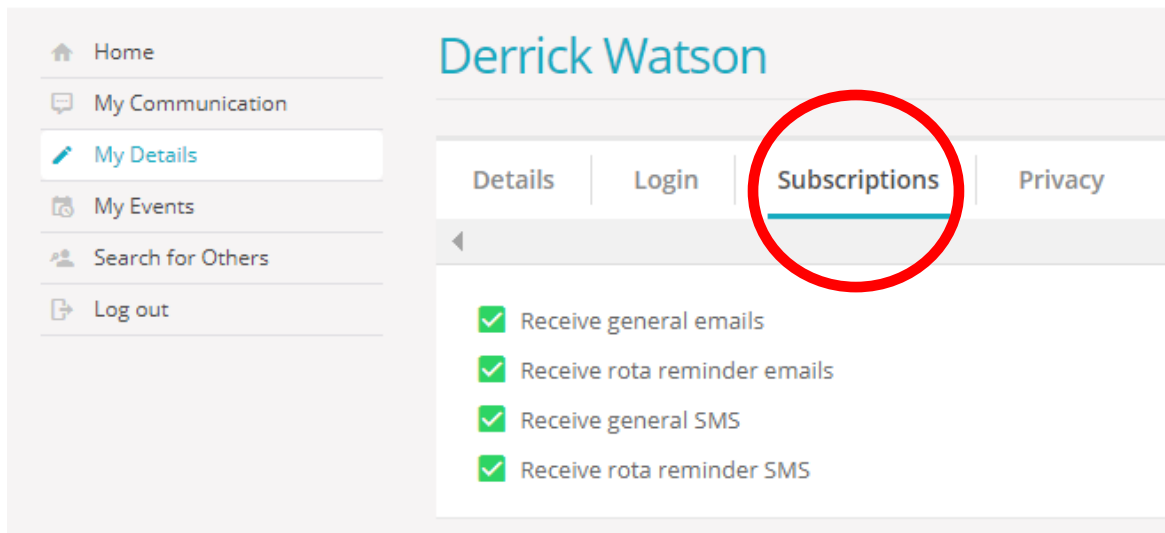
hello@cathcartbaptist.online | 07511 699805  
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Once you have clicked it will open up to this:



Your details will be listed and you will be able to amend/update/delete. Across the top there are these 4 tabs. If you go to the **'Login'** tab you can change your login details/password, etc. If you go to the **'Subscriptions'** tab you can set how we can communicate with you – tick as many of these boxes as you want to. Here, I have ticked all 4 boxes.

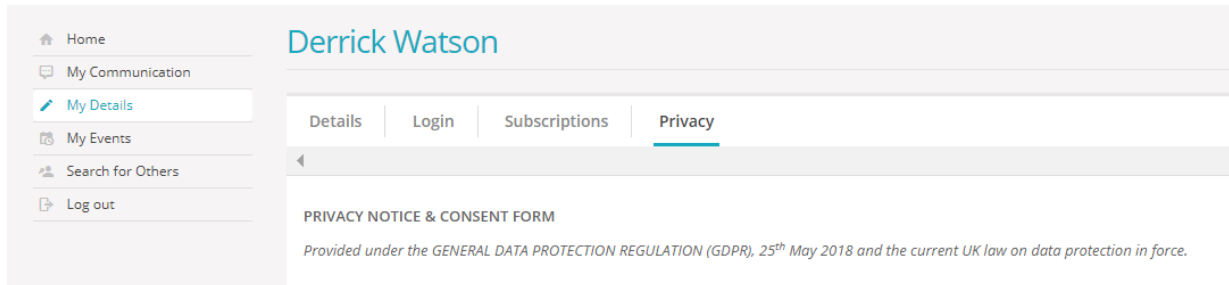


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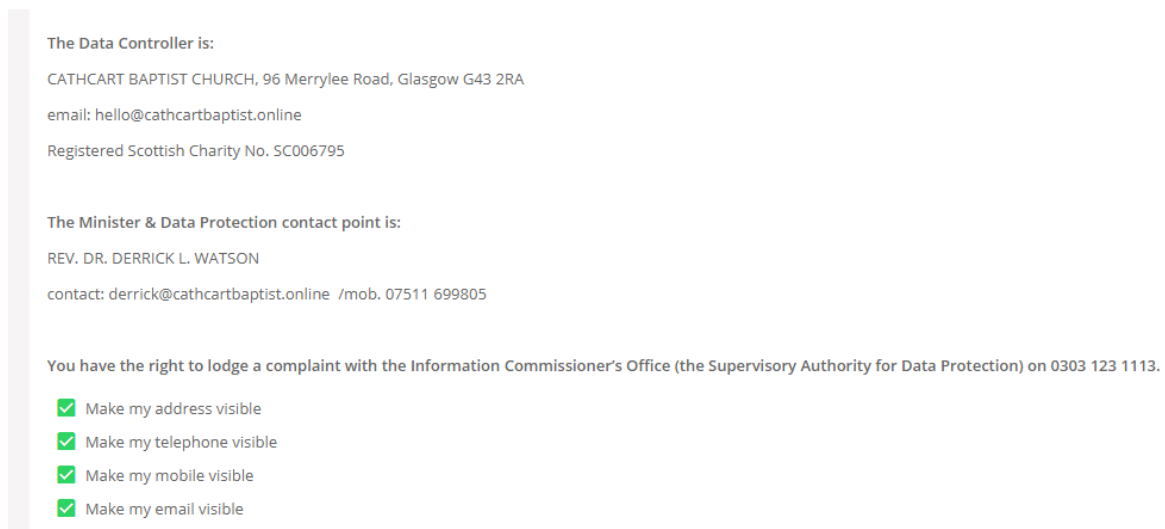
hello@cathcartbaptist.online | 07511 699805  
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If you click the **'Privacy'** tab you will bring up our Privacy Notice and Consent Form. It will look like this at the top:



If you scroll down to the bottom of the privacy notice you will come to this:



At the bottom are options about what you want to make visible within the directory, to allow others in the church to contact you. This doesn't affect the data held by us as a church, but sets the visibility to others in the church through the online directory. Please tick those options you wish to make visible. When we look to print out a Church Directory at the ABM each year we will seek your permission to have the details you have set here included or altered for printing and distributing in paper form.

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