

Information we may collect about you if you sign up for a small group...

What we use this information for

**Introduction**

In addition to weekend services, many people find their primary place of belonging is expressed through being part of one of our small groups. Small groups are where people primarily receive pastoral care through the church and are a great place to find deeper friendships, to extend and receive prayer support, discipleship, form accountable relationships, and encouragement in your journey of faith.

If you sign-up to one of our small groups, we will collect certain basic contact information from you at the point of signing up.

**Name, email and phone number**

When you sign-up to a small group, you will be required to supply your name, email address, and contact phone number. We will use this information to identify you to the group and its leaders, and to communicate with you if we need to keep you informed about the group, including sending you and the group's leaders an email signup confirmation.

**Email and telephone number**

We may periodically need to communicate with you about the group, for example to advise a last-minute change of venue. We may also communicate with you about other church news or events (if you have agreed to receive these from us).

**Group membership and attendance**

If we are unable to match the name and contact details you provide at sign-up, we will add you to our database as a new contact. We will also record the date you join (or leave) a small group and we will add your name to the member list that the group's leaders maintain within our database about their group. We'll remove you from the group member list when you leave the group.

Since small group membership reflects a deeper level of church engagement, small group members are an important audience for many church communications (if you have agreed to receive these from us).

By nature, we often welcome those who may be considered vulnerable, at risk, and under 18's into our small groups. For safeguarding purposes, we will record your attendance at small groups.

Additionally, we use attendance data to produce statistical reporting on the number of unique individuals attending groups (which may be different to the group's weekly attendance count as different people attend at different times or frequency). This attendance data informs our decision-making of when to multiply or plant new groups, and to identify groups that have available capacity to take additional people.

We also want to care for you well – our experience is that group membership is not necessarily the same as group participation! Our pastors and group leaders may periodically refer to small group attendance and reach out to you if you've been absent from the group for any period. In this regard, be assured that our desire to reach out comes from an attitude of genuine care for you.

You are free to not be known as a group member (to opt out) and you may attend the group simply as a visitor if you wish. In this instance, your contact details and group sign-up will be deleted and you will be excluded from the group's member list; your name and attendance will only be noted when you visit; but no contact will be made if you are absent and choose not to visit the group.

Small group attendance helps us understand each group's demographics, enabling us to better direct newcomers to appropriate groups they may wish to try, based on those who are already members of the group.