**The Benefice of Sarratt and Chipperfield**

**Holy Cross, Sarratt and St Paul’s, Chipperfield**

**DATA PRIVACY NOTICE**

This Privacy Notice is provided by the PCCs of Holy Cross, Sarratt and St Paul’s Chipperfield to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

**Data Controller**

**The data controller is:**

The PCCs of Sarratt and Chipperfield

**The data handlers are:**

The benefice administrator and those who run certain departments for the business of the churches which include but may not be limited to:

* Church Treasurers
* Youth Group Leaders
* Toddler Group Leaders

[holycrossstpauls@outlook.com](mailto:holycrossstpauls@outlook.com)

Church office

Village Hall

The Green

Sarratt

Hertfordshire

WD36AS

01923 264377

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**1. Why we collect and use your personal data?**

We use personal data for the following purposes

* Name and contact details - To inform you of news and information about events, activities, and services within the Benefice of Sarratt and Chipperfield.
* To safeguard your child from any dietary reactions or situations where medical conditions need to be considered.
* For the purposes of regular giving, gift aid and adequate upkeep of the church’s financial records.

**2. The categories of personal data we collect are:**

* Name and contact details
* Visual images (photographs, video, live streaming)
* Medical conditions and allergy information
* Details for claiming ‘gift aid’ and making payments

**3. The lawful basis for processing your personal data**

* Consent – we will obtain your consent to send you information about church events or newsletters
* Consent – we will obtain your consent to hold dietary requirements or medical conditions
* Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc
* Legitimate Reason - Religious beliefs in the case of employment where the Christian faith is necessary to enable the work required

**4. Where we collected your data from a 3rd party, it will be for legitimate purposes and from a category below**

* The Diocese of St Albans
* A Funeral director

**5. Sharing personal data**

Personal data will only be shared within the senior leadership team or to a third party for legitimate or legal purposes

Your personal data will be treated as strictly confidential and will only be shared with members of the PCC, church administrator, group leader as necessary

**5. How long do we keep data?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](https://www.churchofengland.org/about/libraries-and-archives/records-management-guides).

**6. Your rights and your personal data**

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

* The right to request a copy of the personal data which the Benefice of Sarratt and Chipperfield relevant church holds about you (a Subject Access Request or ‘SAR’);
* The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for eith er PCC within the benefice to retain such data;
* The right to withdraw your consent to the processing at any time where we have obtained your consent;
* The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of personal data (in limited circumstances);
* The right to lodge a complaint with the Information Commissioners Office.

**7. Concerns and/or complaints?**

To exercise all relevant rights, or for queries or complaints please in the first instance contact the PCC Secretary at [stphcpccsecretary@gmail.com](mailto:stphcpccsecretary@gmail.com) or the church administrator at [holycrossstpauls@outlook.com](mailto:holycrossstpauls@outlook.com)

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](https://ico.org.uk/global/contact-us/contact-us-public/)

[Data protection and personal information complaints tool | ICO](https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/)

This privacy notice was adopted by the PCCs on..............................................and will be reviewed annually

Signed:

Incumbent.....................................................................................................

Warden..........................................................................................................

Reviewed.......................................................................................................