



Privacy Policy

1. Your Personal Data – What Is It?

"Personal data" refers to any information that can identify a living individual. Examples include names, addresses, phone numbers, email addresses, and photographs. The Parochial Church Council (PCC) of St Mary the Virgin, Cheshunt is committed to protecting your personal data and respecting your privacy.

2. Who Are We?

The PCC of St Mary the Virgin, Cheshunt is the data controller. This means we decide how your personal data is processed and for what purposes.

You can contact us via:

Parish Office, Portacabin, Churchgate, Cheshunt, Waltham Cross, EN8 9NB

3. How Do We Process Your Personal Data?

The PCC complies with its obligations under UK data protection laws (including the UK GDPR and Data Protection Act 2018) by:

- Keeping personal data up to date.
- Storing and destroying it securely.
- Not collecting or retaining excessive data.
- Protecting it from loss, misuse, unauthorised access, or disclosure.
- Ensuring appropriate safeguards are in place when transferring data.

4. Why Do We Collect Personal Data?

We use your personal data to:

- Enable us to run the church and support its mission.
- Administer records of members, volunteers, and donations.
- Inform you of news, events, activities, and services.
- Manage safeguarding responsibilities.
- Maintain historical records.
- Manage bookings (e.g., weddings, baptisms, room hire).

You may be contacted by post, email, or text, depending on your consent preferences.

5. Photographs, Video, and Livestreaming

We may take photos or videos during church services and events for the purpose of celebrating and promoting the life of the church.

These may be shared via:

- Social media platforms
- The A Church Near You website
- Printed materials (e.g., newsletters, posters)
- A future church website or local press

We will ask for your consent before publishing identifiable images of individuals. You may withdraw your consent at any time by contacting the Parish Office. Where no consent is given, we will do our best to ensure that you (or your child) are not included in such media.

A separate Media Use Policy is available, please read this for further information.

6. What Is the Legal Basis for Processing Your Personal Data?

We rely on one or more of the following legal bases:

- Your explicit consent (e.g., to receive emails or appear in photos/videos).
- Processing necessary for our legitimate interests (e.g., church administration).
- Processing necessary to carry out our legal obligations (e.g., safeguarding).
- Processing necessary for the performance of a contract (e.g., wedding or hall hire bookings).

7. Sharing Your Personal Data

Your data will be treated as strictly confidential and only shared with authorised individuals and organisations where necessary, such as:

- Church officers and volunteers (e.g., treasurer, safeguarding officer).
- The Diocese of St Albans.
- Organisations we work with (e.g., HMRC for Gift Aid claims).

We will never sell your data or share it for marketing purposes.

8. How Long Do We Keep Your Data?

We retain personal data only for as long as necessary. For example:

- Electoral Roll data: 6 years after the next revision.
- Gift Aid declarations: 6 years after the end of the relevant tax year.
- Pastoral correspondence: while still relevant to your care.
- Photos/videos: until consent is withdrawn or the materials are no longer in use.

9. Your Rights and Your Personal Data

You have the right to:

- Request a copy of the personal data we hold about you.
- Correct any inaccurate or incomplete data.
- Withdraw your consent at any time (where consent is the legal basis).
- Request your data be deleted (where appropriate).
- Lodge a complaint with the Information Commissioner's Office (ICO).

To exercise any of these rights, please contact the Parish Office.

10. Contact Details

To raise any queries or concerns about this policy, or to request data access or withdrawal of consent, please contact:

The Data Controller
Parish of St Mary the Virgin,
Parish Office, Portacabin,
Churchgate, Cheshunt,
July 2025

Waltham Cross, EN8 9NB

11. Changes to This Privacy Policy

We may update this policy from time to time to reflect legal or operational changes. The latest version will always be available:

- On our A Church Near You page
- From the Parish Office upon request

Media Use Policy

1. Purpose of This Policy

This policy outlines how photographs, video recordings, and livestream content are captured, stored, and used by the Parish of St Mary the Virgin, Cheshunt. It is designed to protect individuals' privacy and ensure our media practices comply with the UK General Data Protection Regulation (UK GDPR) and other relevant laws.

2. Scope

This policy applies to:

- Members of the congregation
- Visitors and event participants
- Volunteers and staff
- Children and young people

It covers all media content created by or on behalf of the parish for church purposes, including:

- Photos
- Video recordings
- Livestreams (e.g., of services)
- Screenshots or stills from video

3. Where Media May Be Used

Photos or video may be used for:

- Church social media (e.g., Facebook, Instagram)
- A Church Near You website
- Printed materials (e.g., newsletters, service sheets)
- Church noticeboards or displays
- Future parish website or promotional content
- Local press (only with additional consent if required)

4. Obtaining Consent

We will always seek consent before publishing identifiable images of individuals, particularly:

- Portrait-style photos
- Close-ups
- Named individuals
- Children and young people

Consent will be obtained via:

- The contact/consent form
- Event registration forms (where relevant)
- Verbal or written permission for specific photos (e.g. baptisms, weddings)

Where group or general images are taken (e.g. congregation during a service), signage will be displayed clearly stating that photography or video is taking place.

Livestreaming will also be signposted with advance notice and signage in the building. Individuals may choose to sit in areas not covered by the livestream if they do not wish to appear on camera.

5. Children and Young People

- Parental or guardian consent is always required before any image of a child (under 18) is used.
- We will not publish names or personal information of children alongside images without specific additional consent.
- We take particular care when capturing images during Sunday schools, youth events, or special services (e.g. baptisms).

6. Withdrawing Consent

Anyone who has given media consent may withdraw it at any time by contacting the Parish Office.

Where possible, we will remove images/videos from future use (e.g., on websites or social media) once consent has been withdrawn. However, we cannot remove content that has already been printed or published by third parties (e.g., newspapers, shared posts).

7. Storage and Retention

- All digital media is stored securely, with access limited to authorised church personnel.
- Images will only be kept for as long as they are needed and relevant.
- Obsolete or unused content will be regularly reviewed and deleted or archived.

8. Policy Review

This policy is reviewed annually by the PCC or sooner if there are legal changes or emerging best practices.

9. Contact and Questions

If you have any concerns, wish to review content involving yourself or your child, or would like to withdraw consent, please contact:

The Data Controller
Parish of St Mary the Virgin,
Parish Office, Portacabin,
Churchgate, Cheshunt,
Waltham Cross, EN8 9NB