

# **St Mary's Church Burghfield**

*Welcoming all, growing faith, serving others*

## DATA PRIVACY NOTICE

**The Parochial Church Council (PCC) of St Mary the Virgin Burghfield**  
**Version 2 Reviewed and Updated on behalf of the PCC - 26<sup>th</sup> August 2025**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. The Data Controller**

The PCC of St Mary's, Burghfield is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. Why we collect and use your personal data?**

The PCC of St Mary's, Burghfield complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To comply with our legal obligations;
- To fundraise and promote the interests of St Mary's;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications and Parish Centre lettings);
- To inform you of news, events, activities and services running at St Mary's;

### **4. What is the legal basis for processing your personal data?**

- We obtain your consent so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- We are required by law to collect and process data for weddings, funerals, interments, and baptisms.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the parish with your consent.

## 6. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

## 7. Your rights and your personal data

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

- The right to request a copy of your personal data which the PCC of St Mary's, Burghfield holds about you;
- The right to request that the PCC of St Mary's, Burghfield 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 the PCC of St Mary's, Burghfield to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office (ICO).

## 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator either by email to [stmarysburghfield@outlook.com](mailto:stmarysburghfield@outlook.com) or in writing to St Mary's Church, Church Lane, Burghfield, RG30 3TG

You can contact the Information Commissioners Office (ICO) on 0303 123 1113 or via email [Contact us - public | ICO](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Commented [MM1]: This is not the correct ICO contact data

Commented [NS2R1]: It's the correct link and number

---

<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - [Records management guides | The Church of England](#).