

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of the Ecclesiastical Parish of West Kirby Registered Charity 1131379

This Privacy Notice is provided by the PCC of West Kirby St Bridget with Caldy to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulation (GDPR).

Data Controller

The data controller is the PCC of West Kirby St Bridget with Caldy :
Parish Office, St Bridget's Centre, St Bridget's Lane, West Kirby, Wirral, CH48 3JT
office@stbridgetschurch.org.uk, 0151 625 2739

For more information, please go to: <https://www.stbridgetschurch.org.uk/>

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 Parish of West Kirby St Bridget with Caldy and/or the Diocese of Chester
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers, including Safer Recruitment
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To provide pastoral care

2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, live streaming)
- Data required for [Safer Recruitment](#) of volunteers and employees
- Data required for Trustees (PCC members)
- Data required for Weddings, Funerals and Baptisms
- Personal Data recorded for pastoral purposes by Pastoral Committee and Ministry Team

3. The lawful basis for processing your personal data

- Consent – we will obtain your consent to send you our newsletter or magazine, for claiming Gift Aid on donations, for communications about groups, activities, volunteering, and to record information to provide pastoral care
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptisms, and for Safer Recruitment

- Legal obligation - processing is necessary for carrying out obligations under employment, social security, social protection law, tax law, charity law
- Legitimate interest – communication with PCC members, ministry team, employees and volunteers
- Vital interests - in a life or death situation where it is allowed to use a person's medical or emergency contact information without their consent.
- Consent for Livestreaming – when a service is filmed, we advertise via newsletter and signage, and indicate off-camera areas, so people are aware they are on camera

4. Where we collected your data from:

- Yourself, the Data subject, including Church Electoral Roll application form, Recruitment application form, Baptism form, Wedding form
- Mailchimp sign-up form for the newsletter
- Funeral director

5. Sharing personal data

- Your personal data will be treated as strictly confidential and will only be shared with the PCC of West Kirby St Bridget with Caldy and the Parish Administrator. It will be shared with others, such as the leader or members of a group which you attend, only with your consent.
- Sensitive data, for example about health, is shared only with the minister(s) and pastoral team member(s) who are involved in your care, with your consent.
- Many of our church activities are linked to WhatsApp groups. The administrator of any Whatsapp group will ensure that individuals have given their informed consent to join the group and for their contact details to be shared. The contact details will only be used for the purposes of that group. It will be made clear that members can leave a group at any time. Vulnerable adults and children will not be added to Whatsapp groups.

6. 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](#).
- Livestreamed services remain available on our YouTube site for approximately one week. After that we remove them from public view, but retain wedding and funeral recordings indefinitely, and other services for six months.

7. 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 PCC of West Kirby St Bridget with Caldy 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 the PCC of West Kirby St Bridget with Caldy 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.

Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Parish Administrator, Parish Office, St Bridget's Centre, St Bridget's Lane, West Kirby, Wirral, CH48 3JT

office@stbridgetschurch.org.uk, 0151 625 2739

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#)
[Data protection and personal information complaints tool | ICO](#)