

# DATA PRIVACY NOTICE



This Data Privacy Notice has been produced in response to the General Data Protection Regulation (GDPR).

## 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").

## Who are we?

St Paul's Macclesfield is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

## How do we process your personal data?

We comply with our 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.

- Photographs and videos ~ we would like to promote events at the church as well as sharing the good news about Jesus and photographs and videos are a vital part of doing that effectively. We need your consent to store and display still or moving images of you on our website, Facebook page and in other types of publications and online media. To make this practicable, we ask you to tell us if you would prefer us not to take or use images of you when you attend church events. If we do use an image of you and you wish us to remove it, we will do everything in our power to comply with your request.
- Images of children ~ we recognise that there are important safeguarding issues relating to the use of images of children. We will always ask for parental consent before photographing or videoing an event involving your child. You may revoke this consent at any time.

We use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To provide pastoral care to our parishioners.
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (inc. the processing of gift aid applications);
- To inform people of news, events, activities and services;
- To share contact details within the church staff so they can keep you informed about news, events, activities and services that will be occurring in the Team and which may be of interest.
- To contact individuals via surveys to conduct research about the opinions of current services or of potential new services that may be offered.

## How long do we keep personal data?

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 [link in footnote].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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

- Explicit consent of the data subject so that we can keep people informed about news, events, activities and services and process gift aid donations and keep people informed about events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **Sharing personal data**

Personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share data with third parties outside of the parish with the consent of the individual concerned.

### **Individual's rights and personal data**

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

- The right to request a copy of personal data which the Church holds about you;
  - The right to request that we correct 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 us to retain such data;
  - The right to withdraw your consent to the processing at any time
  - The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
  - The right, where there is a dispute in relation to the accuracy or processing of 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.

*[The ICO can be contacted on 0303 123 1113 or via <https://ico.org.uk/global/contact-us> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF]*

### **Further processing**

If we wish to use personal data for a new purpose, not covered by this Data Protection Notice, then we will provide people with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek prior consent to the new processing.

### **Contact Details**

To exercise all relevant rights, queries of complaints in the first instance contact the Parish Office based at St Paul's Church, Glegg Street, Macclesfield SK11 7AJ.

1 August 2025