



Data Privacy Notice (23rd Feb 2026)

The Digswell Parish Parochial Church Council (PCC) is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

What is personal data?

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 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?

This Privacy Notice is provided to you by the PCC which is the data controller for your data (contact details below). This means it decides how your personal data is processed and for what purposes.

What information do we collect?

The PCC collects and processes a range of information about you. Depending on your involvement in the church, this will include some or all the following:


- your name, title, address and contact details, including email address and telephone number
- details of voluntary activities you undertake within the parish.
- bank details and gift aid declarations
- demographic information such as gender, age, date of birth, marital status, nationality, education, work histories, academic professional qualifications, hobbies, family composition and dependants, provided in relation to Occasional Offices such as weddings, baptisms, and funerals.
- information about any criminal record for safeguarding purposes.

The PCC may collect this information in a variety of ways.

- Direct from you
- From your family
- From statutory authorities e.g., Disclosure and Barring Service
- From anyone you have named as a referee when applying for a parish Role

Serving Haldens, Sherrardspark, Knightsfield and Digswell Village

The Rectory ▪ 354 Knightsfield ▪ Welwyn Garden City ▪ Hertfordshire ▪ AL8 7NG
Tel: 07775 882011 ▪ Web: digswellparish.org.uk ▪ Email: info@digswellparish.org.uk

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 DigswellParish

Registered Charity Number: 1216284



How do we process your personal data?

The PCC complies with its obligations under the General Data Protection Regulation (GDPR) by:

- keeping personal data up to date.
- storing and destroying it securely.
- not collecting or retaining excessive amounts of data.
- protecting personal data from loss, misuse, unauthorised access, and disclosure.
- ensuring that appropriate technical measures are in place to protect personal data


Why does the PCC process personal data?

We use your personal data for the following purposes: -

- To inform you of news, events, activities and services running in Digswell Parish and changes to those activities.
- To maintain our own accounts and records (including the processing of donations and gift aid applications)
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals or other fundraising activities.
- To enable us to meet all legal and statutory obligations which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules.
- To administer records of the members of the church
- To process an application for a role
- To carry out comprehensive safeguarding procedures
- To manage our employees and volunteers
- To deliver the Church's mission to our community and to provide voluntary or charitable activities for the benefit of members of the community in the geographic area covered by the parish.
- To minister to parishioners and provide pastoral and spiritual care
- To organise and perform ecclesiastical services such as baptisms, confirmations, weddings, and funerals
- As far as parish officers are concerned - to share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services occurring in the diocese and in which you may be interested.
- To fundraise and promote the interests of the church and the charity.

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The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. Here are some examples.

We have a legal obligation to collect and process personal data for safeguarding purposes. This includes keeping a record of DBS checks and safeguarding training undertaken by church volunteers (and employees). This data is securely processed on behalf of the PCC by Clearly Simpler Limited.

Some processing is necessary for compliance with legal obligations in the administering and publishing of the electoral roll.

Other processing is necessary for the performance of a contract or entering a contract. An example would be the hiring of any part of our Parish premises.

Religious organisations are permitted to process information about religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use. For example, your explicit consent so that we can keep you informed about news, events, activities and services in the parish and keep you informed about diocesan events.


Who has access to your data?

Your personal data will be treated as strictly confidential and will only be shared with other members of the church to carry out a service to other church members or for purposes connected with the church. When there is a legitimate purpose or legal obligations or consent, your data will be shared with the Diocesan office. Safeguarding data is securely processed on behalf of the PCC by Clearly Simpler Limited using a system called Safeguarding Hubs.

We do not share your data with other third parties outside of the parish without your consent.

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The parish will not transfer your data to countries outside the UK.

How does the PCC protect data?

The PCC takes the security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its office holders, employees and volunteers in the performance of their duties.

Where the PCC uses third parties to process personal data on its behalf, (e.g., Gift Aid) they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the PCC 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.

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.


Your rights

Unless subject to an exemption under the GDPR, you have the following rights as a data subject. You can:

- request a copy of your personal data which the PCC holds about you.
- request that the PCC corrects any personal data if it is found to be inaccurate or out of date.
- request your personal data is erased where it is no longer necessary for the PCC to retain such data.
- withdraw your consent to the processing at any time if the PCC is relying on consent as the legal ground for processing.
- 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. *(This only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means).*

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- request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data,
- object to the processing of your data [*This only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- lodge a complaint with the Information Commissioners Office.

Further processing

Where the PCC wishes to process existing personal data for a new purpose not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

If you would like to exercise any of these rights, raise any queries or complaints, please contact The Chair of the PCC of the Parish of Digswell: Telephone 07775 882011, Email info@digswellparish.org.uk

If you believe that the PCC has not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone number 0303 123 1113. Or online at <https://ico.org.uk/global/contact-us/contact-us-public/>

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