

DATA PRIVACY NOTICE

Why we have this privacy notice

This notice explains how we look after your personal data. It tells you:

- what information we collect about you,
- why we need it,
- how we keep it safe,
- who we share it with,
- and what choices and rights you have.

This notice is for anyone who comes to church, including children, young people, adults, volunteers, staff, visitors, and people who take part in church activities or services.

Version History	Reason for change
1 – August 2023	First version published
2 – September 2024	Further detail added
3 – September 2025	Revised to a standard good practice template
4 – May 2026	Missing details from 2024 version re-added Reworded to meet plain English standards Single page summary for notice boards added.

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1. What is personal data?

Personal data is any information that can be used to identify a living person. This can be information on its own or used together with other information we hold.

Examples of personal data we may hold include with permission:

- Name and contact details;
- Date of birth, gender and nationality;
- Photos for social media or for getting to know you;
- Video images recorded during live stream of Sunday services.

The law that protects personal data is the UK General Data Protection Regulation (“GDPR”).

2. Who looks after your data?

The Parochial Church Council (PCC) of Holy Trinity Stevenage is responsible for looking after your personal information and is the data controller. This means the PCC decides what information is collected, why it is used and how it is kept safe.

The PCC has determined that it does not need to appoint a Data Protection Officer.

*The Parish of Holy Trinity incorporates the churches of Holy Trinity and Christ the King.
The PCC includes the Vicar of the Parish, the PCC Secretary and the Church Wardens.*

3. How do we use your personal data?

The PCC do our best to keep your information up to date; store it safely; only keep what is needed and protect it from loss, misuse or being seen by the wrong people.

We use your personal data to: -

- provide a voluntary service for the benefit of the public in Stevenage within the parish boundaries or outside where people have opted in - including Pastoral and Spiritual Care, Weddings, Baptisms, Confirmations, Wedding and Funerals;
- administer membership records, including the church electoral roll;
- fundraise and promote the interests of the charity;
- manage our employees and volunteers;
- maintain our own accounts and records;
- process gift aid applications;
- inform you of news, events, activities and services at Holy Trinity or Christ the King.

Only people who need the information for their role are allowed to see it.

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4. Why are we allowed to use your data?

We use your personal data under UK GDPR because:

- You have said yes (*for example, signing up for newsletters, emails or use of photos*)
- The law says we must (*for example for Gift Aid; Employment records; Weddings, Funerals, Baptisms*)
- We are a not-for-profit church with members and regular attendees

As a church, we sometimes use special category data such as religious belief. We may also use information to keep people safe and meet our safeguarding responsibilities. This information is handled carefully and only by those who need it.

5. Sharing your personal data

Your personal data will be treated as private and confidential and will only be shared with other members of the church to carry out their role or with your consent.

We may receive information from trusted third parties such as Funeral Directors, the Parish Giving Scheme, friends and family, other parishes or churches where they have your permission to carry out the service you have asked for.

If someone asks for prayer, we normally only use first names unless permission is given to share more details by the person themselves.

6. How long do we keep your personal data?

We aim to keep personal data only for as long as we need it and in line with the Church of England records retention schedule.

- Church electoral roll, while it is current;
- Gift aid records for up to 6 years after the relevant tax year.
- Parish registers (baptisms, marriages, funerals) are kept permanently and may be transferred to the Hertfordshire Archives for safe keeping.

See also Livestream policy, CCTV policy and Social media policy.

7. Your rights and your personal data

Unless an exemption applies, you have right to:

- ask what personal information we hold about you;
- ask us to correct information if it is wrong
- ask us to delete information no longer needed;
- change your mind and withdraw your consent at any time
- ask for limits how your information is used or object to certain use
- complain to the Information Commissioners Office.

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7. Your rights and your personal data - CONTINUED

People aged 13 or over can give or withdraw consent themselves.

Parents or guardians usually act for younger children, but children's views should still be respected.

We will make reasonable effort to explain to everyone what we are doing and why and respect their decision to say no.

8. If we want to use your data in a new way

If we wish to use your personal data for a new purpose, not covered here we will explain what we want to do and why and ask for permission if needed.

We will always tell you before starting any new use.

9. Contact Details

If you have questions or want to exercise your relevant rights, please contact the PCC Secretary / Parish Administrator at 01438 725500 admin@holytrinity-stevenage.org.uk

If you are still unhappy, you contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.



www.holytrinity-Stevenage.info

Data Privacy Notice Summary

When you come to **Holy Trinity** or **Christ the King**, we sometimes need to know a few details about you. This explains the information we collect, why we need it, and your choices.

What information do we collect?

We only collect what we really need. We may collect things like:

- your name and contact details,
- your date of birth,
- photos or videos (for example during church services or events),
- information you give us so we can care for you properly and keep you safe.

Why do we need your information?

We use your information to:

- help run church services, groups and events,
- keep in touch with you and your family,
- make sure everyone is safe,
- keep records the law says we must keep.

Who sees your information?

Only people at the church who **need** the information for their role can see it.

We do not share your information unless:

- you say it is okay, or
- we must do so by law, or
- it is needed to keep someone safe.

How do we keep your information safe?

We take care to keep your information secure and protected.

We do our best to stop it being lost, misused, or seen by the wrong people.

How long do we keep it?

We keep personal information **only for as long as we need it**, and then we safely delete or store it according to church rules.

Your choices and rights

If you are **13 or older**, you can:

- ask what information we have about you,
- ask us to correct it if it is wrong,
- ask us to delete it if we no longer need it,
- change your mind if you have said yes to something (like photos).

If you are under 13, a parent or guardian usually helps with these choices — but your views still matter and will be listened to.

Who can you talk to?

If you have questions, or feel worried about how your information is used, you can talk to Ruth (Vicar) or Janice at admin@holytrinity-stevenage.org.uk or **01438 725500**

The full Data Privacy Notice is available on our website or from Janice our administrator.