

DATA PRIVACY NOTICE

The Parochial Church Councils (PCCs) of St. Nicholas Church, Ashchurch and St. Nicholas Church, Kemerton Privacy Notice

This Privacy Notice is provided by the PCCs of St. Nicholas Church, Ashchurch and St Nicholas Church, Kemerton to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is:

The PCC of St. Nicholas Church, Ashchurch and the PCC of St. Nicholas Church, Kemerton.

To exercise all relevant rights, queries or complaints regarding handling of data by St Nicholas, Ashchurch in the first instance, please contact:

The Church Wardens of Ashchurch, c/o The Rectory, Ashchurch Road, Tewkesbury GL20 8JZ

Tel: 01684 293729

Email: stnicholasashchurch@hotmail.com

To exercise all relevant rights, queries or complaints regarding handling of data by St Nicholas, Kemerton, in the first instance, please contact:

The PCC Secretary, c/o St Nicholas Church, Back Lane, Kemerton, Tewkesbury, GL20 7HY Tel: 01684 850329

Email: stnkemerton@gmail.com

You can 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.

For more information, please go to: www.stnicholasashchurch.org.uk

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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 PCCs of St. Nicholas, Ashchurch and St. Nicholas, Kemerton and/or the diocese of Gloucester

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral rolls in accordance with the Church Representation Rules)
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice with the aim of ensuring that all children and vulnerable adults are provided with safe environments
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmation, weddings and funerals
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To process a donation that you have made (including Gift Aid information)
- To seek your views or comments
- To notify you of changes to our services, events and role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals and other fundraising activities
- To process a grant or application for a role
- To include your details in the weekly/monthly pew sheets as needed

2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs)
- Where you make donations or pay for activities, such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

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

Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin. And, where this is relevant, mental and physical health, details of injuries, medication/treatment received, and criminal records, fines and other similar judicial records.

3. The lawful basis for processing your personal data:

- Consent – we will obtain your consent to send you information about church/diocesan events or newsletters
- Legitimate interest – we collect this data as part of our legitimate activities and as a not-for-profit body, e.g. PCCs have a legitimate interest to process personal data of PCC members, churchwardens, treasurer, etc. in order to circulate information about church business so they can carry out their roles effectively. Another example relates to data displayed for church rotas e.g. for readers, cleaners, coffee rota etc.
- Contractual necessity - we may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- Compliance with legal obligation – we are required by law to collect and process data for weddings (see Canon Law), funerals, baptism etc and to administer and publish the electoral roll (see Church Representation Rules). Processing of individuals' data may also be necessary for our safeguarding work to protect children and vulnerable adults. Personal data may also be processed in relation to tax laws e.g. Gift Aid. Where we have PCC employees, we may process information in line with payroll and pension, HMRC, safer recruitment including DBS checks, and other statutory requirements
- Vital interest – this would be relevant in a life-or-death situation where it is allowed to use a person's medical or emergency contact information without their consent.
- Public interest - Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4. Where we collect your data from a 3rd party, e.g. a Funeral director acting on your behalf, your personal data, including name and contact details, will be collected in order to comply with our legal obligations.

5. Sharing personal data

Your personal data will be treated as strictly confidential. It will only be shared with the PCC of St Nicholas Church, Ashchurch or St Nicholas Church, Kemerton and/or Gloucester diocesan office. It will also be shared with third parties where it is necessary for the performance of our tasks, where you first give us your prior consent, or in respect of a legal/statutory obligation. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers.

- Other clergy or lay persons nominated or licensed by the bishops of the diocese to support the mission of the Church in our parish. For example, members of the clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission.
- Other persons or organisations operating within the diocese as appropriate.
- On occasion, other churches with which we are carrying out joint events or activities.
- External statutory bodies (HMRC, insurers and legal advisers as appropriate, police, probation, social care and Children's Services.) where this is legally required.
- In the event of employee related tasks including payroll and pension provisions.

5. 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](#). *NB This is currently under review by the Church of England. It is hoped that the revised guidelines will be available by the end of 2024.*

Specifically, we retain electoral roll data; gift aid declarations and associated paperwork for six years after the calendar year to which they relate; signed PCC minutes and parish registers (baptisms, marriages, funerals) permanently.

6. 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 St. Nicholas, Ashchurch/St. Nicholas, Kemerton holds about you (a Subject Access Request or 'SAR');
- The right to request that the PCC of St. Nicholas, Ashchurch/St. Nicholas, Kemerton 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 Nicholas, Ashchurch/St Nicholas, Kemerton 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.

7. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact:

For St. Nicholas Church, Ashchurch:
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c/o The Rectory, Ashchurch Road, Tewkesbury GL20 8JZ
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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](#)