



The Parochial Church Council (PCC) of St Chad's Church, Romiley DATA PRIVACY NOTICE

1. Your 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").

2. Who are we?

This Privacy Notice is provided to you by the PCC of St Chad's Church Romiley¹ and the Incumbent, who are the data controllers for your data.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community.

St Chad's PCC works in partnership with the Incumbent of the parish. As the PCC works in partnership with the Incumbent, we may share personal data we hold with one another so that we can carry out our responsibilities to the Church and our community. As such, the PCC and the Incumbent are joint data controllers. This means we are both responsible to you for how we process your data.

Each of the data controllers has their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice. This Privacy Notice is sent to you by the PCC on our own behalf and on behalf of the Incumbent.

In the rest of this Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

3. What data do we process?

¹ St Chad's Church Romiley, church offices c/o Romiley Lifecentre, 1-5 Stockport Rd, Romiley, SK6 4BN
www.stchadsromiley.co.uk St Chad's Church, Church Lane, Romiley, Stockport, Cheshire SK6 4AA

We will process some or all of the following where necessary to perform tasks:

- Names, titles and aliases, photographs
- Contact details such as telephone numbers, addresses, and email addresses
- Where they are relevant to our mission and where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants
- Records of services, activities and ministries you attend or are involved with
- Where you make donations or pay for activities, 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 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.

4. How do we process your personal data?

We will comply with our legal obligations 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.

We use your personal data for the following purposes: -

- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller
- 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, thanksgivings, confirmations, weddings and funerals
- To enable us to meet all legal and statutory obligations (for example maintaining and publishing our electoral roll in accordance with the Church Representation Rules)
- To keep records of those who attend services, groups and activities as part of our ministry in order to assist with the running of the parish and the provision of services to the community
- To administer membership records²
- To maintain our accounts and records (including the processing of financial gifts, standing orders and gift aid applications)

² A member is defined as anyone attending a service, event or activity run by St Chad's Church and is not restricted to those listed on the electoral roll

- To enable us to comply with Diocesan requirements regarding attendance figures and statistics
- To inform you of news, events, activities and services running at St Chad's
- To fundraise and promote the interests of St Chad's, the charities and causes it supports and the wider church
- To manage our clergy, employees and volunteers
- To enable our teams to operate and team members to liaise with each other
- To operate the St Chad's Church Romiley website and social media accounts to provide you with information
- To contact individuals via surveys, to conduct research about their opinion of current services, availability or potential services that may be offered
- To fulfil the duties placed on us legally and in line with Diocesan best practice guidelines with regard to safeguarding and health and safety procedures
- To enable us to provide pastoral care and keep records of pastoral meetings as required
- To enable us to engage with service providers, contractors and community organisations
- To share contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested
- To publish a directory of church members, which includes names and contact telephone numbers, to members of the church, to enable them to make contact with one another on an individual basis³ (Subject to a viable proportion of church members giving their consent)

5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services relating to St Chad's Church Romiley and the charities and causes which it supports, and keep you informed about diocesan and wider church events.
- Explicit consent of the data subject to have their name and telephone details included within the Church Directory, enabling members of the church to make individual contact with each other. This data is being included in a public document, its distribution being outside of the control of the data controller. See foot note 3 below.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement; See foot note 4 (overleaf)
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

³ Data subjects must give express consent to have their details included in the church directory. It is important to note that this information IS BEING MADE PUBLIC since we cannot control the distribution of the directory once published.

- 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. See foot note 3.

6. Sharing your personal data

Your 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 your data with third parties outside of the parish or include your details within the Church Directory with your consent.

7. How long do we keep your personal data⁴?

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 [see footnote 4 for link].

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. Other records are kept in line with the guidance.

8. Your rights and your personal data

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

- The right to request a copy of your personal data which we hold 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 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) where applicable. [*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*]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction be placed on further processing

⁴ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

- The right to object to the processing of personal data, where applicable. [*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*]
- The right to lodge a complaint with the Information Commissioner's Office

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you 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 your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator by email to office@stchadsromiley.co.uk or in writing to St Chad's Church Office, c/o Romiley Lifecentre, 1-5 Stockport Rd, Romiley, Stockport, Cheshire SK6 4BN. You may also call 0161 430 4652 with any questions.

You can contact the Information Commissioner's 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.