

1.0 Introduction

Siân Steel is the Data Lead for the purposes of the Data Protection Act on behalf of the Data Controller: PCC St Mary Magdalene, Stoke Bishop (St Mary's). St Mary's uses personal data about living individuals for the purposes of general church administration and communication.

St Mary's Church recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the The Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. Employees and any others who obtain, handle, process, transport and store personal data for St Mary's must adhere to these principles which is designed to help us meet the GDPR requirements.

2. The Principles

St Mary's is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- 2.1 processed lawfully, fairly and in a transparent manner in relation to individuals;
- 2.2 collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- 2.3 adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- 2.4 accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- 2.5 kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- 2.6 and processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and

against accidental loss, destruction or damage, using appropriate technical or organisational measures.

3. Maintaining Confidentiality

St Mary's will treat all personal information as private and confidential and not disclose any data to anyone other than the clergy, employed staff, authorised leadership and ministry overseers/co-ordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

Data will only be shared with third parties where it is necessary for the performance of our tasks or where prior consent is given. It is likely that we will need to share data with some or all of the following (but only where necessary):

- Appropriate bodies within our denominational / synodical structure. All of these bodies will be part of our church setup and have their own privacy policies.
- Our agents, servants and contractors. For example, we utilise commercial providers to send out newsletters on our behalf, and to maintain our database software;
- On occasion, other churches with which we are carrying out joint events or activities.

There are four exceptional circumstances to the above permitted by law:

- Where we are legally compelled to do so
- Where there is a duty to the public to disclose
- Where disclosure is required to protect our interest
- Where disclosure is made with a request or with consent

4. Use of Personal Information

- 4.1 Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, recording our financial donations and operating team rotas for the effective function of Sunday services.
- 4.2 Some of our processing is necessary for compliance with a legal obligation. Retaining safeguarding records and gift aid declarations are examples of this. We are also required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns).
- 4.2 We may also process data if it is necessary for the performance of a contract, or to provide a direct service.
- 4.3 As a religious organisation, we are permitted to process information about religious beliefs to administer membership or contact details. Where information is used other than in accordance with one of these legal bases, we will first obtain consent to that use.

5. The Membership Databases

Membership Information is held on ChurchSuite, the database software used by St Mary's which is designed to help us meet the GDPR requirements.

Information collected by the Church Office will be stored on the Database and will not be used for any other purposes than set out in this section.

- 5.1 Access to the Database is strictly controlled through the use of name specific passwords, which are setup and authorised by the Church Office.

- 5.2 Only the clergy and church staff and authorised leadership and ministry overseers/co-ordinators have access to the full database.
- 5.3 The Database will NOT be accessed by any authorised users outside of the EU, in accordance with the Data Protection Act, unless prior consent has been obtained from the individual whose data is to be viewed.
- 5.5 Personal information may be made available to others within the church environment via the password protected members area of MyChurchSuite with the express permission of the data subject who will be given the opportunity to 'opt in' to this.
- 5.6 The need to process data for normal purposes has been communicated to all data subjects. In some cases, if the data is sensitive, for example information about health, race or gender, express consent to process the data must be obtained.
- 5.7 Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent are clearly available within the ChurchSuite system.

6. Storage of Safeguarding Records

Data records of all safeguarding concerns will be kept by the Parish Safeguarding Officer. This will include a record of the initial concern and all actions taken. The records will be securely held in a locked cabinet to which only the Parish Safeguarding Officer and Deputy have the key.

The safeguarding officer will also retain all information collected in carrying out safe recruitment of paid staff and volunteers and all records of safeguarding training. This data will also be kept with other safeguarding records in the locked cabinet.

All safeguarding records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 20154 (Available on the Diocese of Bristol website). The current guidance is that all records will be retained indefinitely.

7. Storage of data on other electronic media

All clergy, employed staff and authorised leadership and ministry overseers/co-ordinators who store personal information obtained under this policy on any electronic system not connected to the St Mary's computer network or part of the St Mary's website are required to do so in accordance with the principles of the Data Protection Act and to take due care to ensure that the information remains secure through the use of passwords and encryption where appropriate. This includes:

- Email/telephone/address books held on personal computers, mobile phones, PDA's etc
- Data stored on memory sticks and/or portable hard drives

8. Rights to access information

Employees and other subjects of personal data held by St Mary's have the right (with some legal exceptions) to access any personal data that is being kept about them either electronically or in paper-based filing systems. This right may be withheld if the personal information also relates to another individual.

Specifically, all individuals who are the subject of personal data held by St Mary's are entitled to:

- The right to access the information we hold on them.
- The right to correct and update the information we hold. (Church members can update aspects of their personal data directly via our members portal (MyChurchsuite or otherwise).
- The right to have information erased.
- The right to object to processing of data.
- The right to data portability.
- The right to withdraw consent to the processing at any time for any processing of data to which consent was sought.
- The right to lodge a complaint with the Information Commissioner's Office.

9. Photographs and Videos

If someone can be recognised from a photograph it's usually considered their personal data.

Explicit consent is not needed for wide shots that are not focusing on specific individuals, for example shots of a crowd or large groups of people with no specific focus on any individual, and where no-one is clearly identifiable in the photograph or clip.

If photographs or videos of specific individuals, or people that are facing onto the camera then permission to use that photograph/video will be sought. Individuals still have the right to object to their photo or video being included or to ask for it to be removed later.

Staff photographs or videos:

If a photograph is taken of a colleague for the purpose of displaying it on a church noticeboard board or similar, then permission is not required, however, we will tell them where the photograph or video will be used. Staff would still have the right to object to their photo or video being included or to ask for it to be removed later.

Photographs taken at St Mary's purely for personal use are exempt from the Data Protection Act. Friends and family members can take photographs for the family album of their children and friends participating in church events.

10. Website Privacy Statement

Appendix 1 is the Data Privacy Notice that is displayed on our website.

11. CCTV

CCTV is used for security purposes.

12. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, St Mary's shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website - ico.org.uk)

Next review due: November 2025

St Mary's, Stoke Bishop Data Privacy Statement

Data Controller: PCC St Mary Magdalene, Charity No. 1131728 Bristol (St Mary's)

Data Protection Lead: Siân Steel – Operations Manager

Date of Statement: 13 November 2024

This is the privacy statement for St Mary's. It covers how we will process (use and store) your data, what data we hold, your individual rights and how you can interact with us about your data. As with all policy statements, it is a bit wordy! But don't let this put you off, and if you need to you are welcome to get in touch with our Data Protection Lead. We are here to help!

This policy covers our use of **Personal data**, which is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). This may be you! Identification can be by the information alone or in conjunction with any other information.

Our **processing of personal data** is governed by the Data Protection Bill/Act 2017-2019 and the General Data Protection Regulation 2016/679 (the "GDPR" and other legislation relating to personal data and rights such as the Human Rights Act 1998).

Who are we? This Privacy Notice is provided to you by PCC St Mary Magdalene (St Mary's), Charity No. 1131728 which is the **Data Controller** for your data. St Mary's has appointed a number of responsible people for the control and processing of personal data that we hold. For clarity, the term Data Controller covers all employed staff members, office holders, clergy and trustees for St Mary's.

So, how is your data used and processed?

St Mary's processes data containing:

- names, titles, and aliases, photographs;
- Contact information including telephone numbers, postal /residential addresses, and email addresses;
- Where there is a legitimate interest to facilitate our charitable aims and activities, or where you have provided 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;
- Where you give financially in support of St Mary's or pay for church activities (event bookings etc.), financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- As a church (religious organisation), the data we process is likely to constitute sensitive personal data because the very 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, sex life, mental and physical health, details of injuries, medication/treatment received, political beliefs, data concerning sexual orientation and criminal records, fines and other similar judicial records.

As a Data Controller, all our appointed persons will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data. If you have any concerns about how your data is being used, please speak with our Data Protection Lead: Siân Steel – Operations Manager.

What are we doing with your data?

We only hold data that either we are legally obliged to or that helps us fulfil our missional and charitable aims as a church. We are a membership organisation and good communication with our membership is an essential part of being church.

Therefore, we will hold and process data 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);
- Comply with and facilitate our comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments (please see our safeguarding policy);
- Help you grow as a disciple and 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, confirmations, weddings and funerals.
- Deliver our 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 our charitable organisation;
- Administer our membership records of adult and child members;
- Enable us to follow up membership, course and event enquiries
- Fundraise and promote the interests of the Church and charity;
- Maintain our own accounts and records;
- Process and record financial donations that you have made (including Gift Aid information);
- Communicate with you about your views or comments;
- Update you about changes to our services, events, role holders and any matters of interest related to you church community;
- Send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- Process a grant or application for a role;
- Enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;

Our processing also includes the use of CCTV systems for safety purposes.

Our website

The St Mary's website (www.stmarysb.org.uk) collects personal information when information is submitted via a contact form. Information should not be submitted which you do not feel should be held by us.

Cookies

In common with most other websites, we use cookies. A cookie is a small piece of text sent from a website and stored in your web browser. The cookie can be retrieved by the website the next time you return to the website, so that the website can, for example, remember your saved preferences.

By continuing to use our website you agree to us placing cookies on your device. Most web browsers accept cookies by default, but you can change these settings to prevent this if you wish. You should consult the documentation of your web browser for advice on how to do this.

Cookies used on this website:

| Cookie name | Cookie description |
|--------------------------|--|
| ASP.NET_SessionId | This holds an ID to identify your session. It is deleted when you close your browser. |
| UserAuth_[id], UID | These cookies are used to determine whether or not you have previously logged in on this device. |
| CookiesNotificationSeen_ | This cookie is set when you dismiss the notification message about our cookies policy so that the message is not displayed in future. |
| hubb_app_visitor | This cookie is set when you visit /Hubb and are not logged-in. It is used to track which content you've viewed in the various sections of the app so that an indicator can be shown when there is new content for you. |

What is our legal basis for processing your personal data?

- Most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, recording our financial donations and operating team rotas for the effective function of Sunday services.
- Some of our processing is necessary for compliance with a legal obligation. Retaining safeguarding records and gift aid declarations are examples of this. We are also required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns).
- We may also process data if it is necessary for the performance of a contract with you, or to provide a direct service to you. For example, if you buy tickets for a church event.
- As a religious organisation, we are permitted to process information about your 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.

Will we share your data?

You can be reassured that we will treat your personal data as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Appropriate bodies within our denominational / synodical structure. All of these bodies will be part of our church setup and have their own privacy policies.
- Our agents, servants and contractors. For example, we utilise commercial providers to send out newsletters on our behalf, and to maintain our database software;
- On occasion, other churches with which we are carrying out joint events or activities.

How long will we keep your personal data?

Our general rule is to keep data no longer than necessary. Where you continue to actively engage with our church services, activities and events, we will retain the appropriate membership data for you so that we can best serve your involvement. We operate a 3 yearly process of review, by which we assess who is actively engaging in church membership, and where this is not the case we will remove your data. Additionally;

- We will keep some records permanently if we are legally required to do so. For example this covers service, wedding, baptism registers and some safeguarding records.
- We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.

What are your rights in regards to your personal data?

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- **The right to access information we hold on you.** At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee .
- **The right to correct and update the information we hold on you.** If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated. You also have access as a church member to be able to update aspects of your personal data directly via our members portal (MyChurchsuite or otherwise).
- **The right to have your information erased.** If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- **The right to object to processing of your data.** You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- **The right to data portability.** You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.** You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- The right to lodge a complaint with the Information Commissioner's Office. 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.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European

Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas, however it is our general practice not to publish any personal data on our website.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

You are very welcome to get in contact with us...

If you have any queries or concerns about how we use your data, please do get in contact with us.

Our Data Protection lead is Siân Steel and can be contacted at:

Address: St Mary's Church, Mariners Drive, Bristol, BS9 1QJ

Email: office@stmarysb.org.uk

Tel: 0117 9687449