

St. Paul's, Macclesfield

PRIVACY POLICY & PRIVACY NOTICE

Introduction

Under new regulations governing data protection in the United Kingdom (known as GDPR) all organizations are required to set out how the data they hold on individuals is stored, processed and otherwise used, including when it is passed on to third parties. There is a need to show that the consent of an individual has been obtained for such usage, and to allow the individual to correct inaccuracies, to control how information about them is used and to allow access to such information for verification purposes.

Religious organizations such as St. Paul's are governed by a different set of considerations from commercial organizations, and are exempted from some of the burdens placed on them. For example we do not need additional consent to store data on congregation members for the purpose of organizing rotas, running events and communicating about services of worship. However in certain circumstances we still need to gain consent for the use of information about you. This document sets out the ways in which we store and process information and the circumstances in which we need your consent to do so.

Our obligations

As a religious organization with pastoral obligations to the local community and beyond, we take privacy and confidentiality extremely seriously. Whilst overlapping in many ways, these two things are of course different from each other, and neither confers an absolute right to secrecy. For example, in matters of safeguarding, the law requires us in some circumstances to pass details of individuals to statutory agencies. Some details about individuals relating to baptisms, weddings and funerals become a matter of public record, with relevant information passed to relevant agencies. Some information, such as personal giving to the church, is rightly kept confidential, so that only the Treasurer has access to information about individual giving. Even then, information has to be passed on to HMRC to comply with Gift Aid Regulations.

Asking for consent

We ask for consent to store data about you on our systems if:

- 1) You are a visitor or newcomer to the church. We would like to be able to send you information by electronic means about services and other events we hope will be of interest to you. You can ask us at any time to remove you from our database completely or ask us not to contact you even if we need to hold your details for recording purposes.
- 2) You are under the age of sixteen. We will ask consent from your parents, guardian or carer
- 3) You are a member of the church whose data is published in a church directory

Photographs and videos

We would like to promote events at the church as well as sharing the good news about Jesus and photographs and videos are a vital part of doing that effectively. We need your consent to store and display still or moving images of you on our website, Facebook page and in other types of publications and online media.

To make this practicable, we ask you to tell us if you would prefer us not to take or use images of you when you attend church events. If we do use an image of you and you wish us to remove it, we will do everything in our power to comply with your request.

Images of children

We recognise that there are important safeguarding issues relating to the use of images of children. We will always ask for parental consent before photographing or videoing an event involving your child. You may revoke this consent at any time.

Use of your data

We will only use your data to run church services and events, to inform you of upcoming activities and to pass on information about you to relevant statutory organisations in compliance with relevant regulations. Examples of such organisations are: HMRC, Cheshire East Council, Church House (Diocese of Chester)

We will never sell data about you to a third party nor pass data about you to a third party except in the circumstances outlined above

Storage of data

We will store data about you on our password-protected secure server and web server, accessible only to authorised individuals.

Verification of data

You may contact us at any time to request access to the data we hold about you for the purpose of verifying its accuracy. In safeguarding cases, this access may be limited to certain details such as your address and telephone numbers.

Removal of data

We will take all reasonable steps within our power to remove data from our database and servers once we have received your request

PCC of St. Paul's Macclesfield

5th June 2018