

# Privacy Policy

## Summary

The Parochial Church Council (PCC) at St Michael and All Angels is committed to maintaining your trust by protecting your personal data.

Personal data is any information relating to an identified or identifiable person. The PCC will process your personal data in a transparent and lawful way, as stated in our Data Protection policy.

We may change this statement from time to time to reflect privacy or security updates.

## The Church

St Michael and All Angels a beautiful Grade 1 listed church with a long history dating back to the early 12<sup>th</sup> Century. Our guidebook is available in the church or to download from this website.

## Why we collect and use your personal data

Personal information is collected to enable the PCC to provide a range of services to carry out their many functions supporting the mission and ministry of the Church of England. Legislation requires and sometimes empowers the PCC to provide goods and services to the wider Church. This includes:

- Promoting and supporting the mission and ministry of the Church of England
- Provision of cultural and religious events
- Provision of training and education
- Provision of safeguarding services
- Provision of governance and financial management of Church of England assets
- Administering and supporting the governance of the Church of England
- Administering and supporting the parliamentary duties of the Church of England
- Managing our assets
- Publishing resources and reports
- All activities we are required to carry out as a data controller
- Undertaking research and statistical analysis
- Managing archived records for historical and research reasons
- Maintaining our own accounts and records
- Promoting all that we provide

## Sharing your personal data

Your personal data will be treated as strictly confidential and only shared with other attenders of the church in order to carry out a service for purposes connected with the church. We will only share your data with third parties outside of the church with your consent, unless the law requires us to do so.

## How long do we keep your personal data?

There's often a legal and/or business reason for keeping your information for a set period, as stated in our retention schedule. These are available on request.

## **Your rights and your personal data**

Unless subject to an exemption under the General Data Protection Regulation (GDPR), you have the following rights with respect to your personal data:

- The right to request a copy of your personal data
- The right to request that personal data is updated when you make changes
- The right to request your personal data is erased
- The right to withdraw your consent to receive information

If you have questions about your personal data, please raise them with the Minister at St Michael and All Angels.

## **Changes to our privacy policy**

The policy will be updated on our website as necessary.

## **Contact Details**

If you have any questions regarding the processing of your data please speak to the Minister or Church Warden at St Michael and All Angels.

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.

Signed:

Date: 8<sup>th</sup> September 2020