



**Christ Church** SELLY PARK  
making | growing | sending | **disciples of Jesus**

# Privacy Notice

v240121

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## 1 Preamble

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- 1.1 This Privacy Notice is provided by the PCC of Christ Church Selly Park to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.
- 1.2 The Data Controller is:  
Church Administrator  
Christ Church Selly Park  
953 Pershore Road  
Selly Park  
Birmingham  
B29 7PS  
[info@christchurchb29.org](mailto:info@christchurchb29.org)
- 1.3 For more information please go to <https://christchurchb29.org>.

## 2 Why we collect and use personal data

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- 2.1 To inform you of news and information about events, activities and services at Christ Church.
- 2.2 To include your details in the church directory and any rotas you serve on (both managed using ChurchSuite). You can view what information we hold about you via 'My ChurchSuite'.
- 2.3 To generate a monthly prayer calendar.
- 2.4 To comply with Trustee registration, Safeguarding policies, etc.

## 3 Categories of data we collect

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- 3.1 Name and contact details.
- 3.2 Visual images, for example photographs of church events, videos, live streaming.
- 3.3 We also process some 'special' categories of information, for example date of birth and gender.

## 4 Lawful basis for processing your personal data

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- 4.1 Consent – we will obtain your consent to send you information about church events or newsletters, which can be withdrawn at any time.
- 4.2 Legal obligations – we are required by law to collect and process data for weddings, funerals, baptisms etc. Members of the PCC and those on our bank mandates are also required to provide certain additional personal data.
- 4.3 Legitimate activity – we collect and process this data as part of our legitimate activities as a not-for-profit body.

## 5 Where we collected your data from

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- 5.1 You – when registering for the church directory, ChurchSuite, to receive news updates, for another service we provide, or so we can claim Gift Aid on your donations.
- 5.2 Funeral Director – when booking a funeral they pass on contact information for the next of kin.

## 6 Sharing personal data

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- 6.1 Your personal data will be treated as strictly confidential and will only be shared with the PCC of Christ Church Selly Park, members of staff, and with other church members via ChurchSuite.
- 6.2 When we collect information required by another organisation (e.g. a bank) we will pass it on directly to them.

## 7 How long do we keep data?

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- 7.1 We keep data in accordance with the guidance set out in the guide 'Keep or Bin: The Care of Your Parish Records.'<sup>1</sup>

## 8 Your rights and your personal data

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- 8.1 Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:
  - a. The right to request a copy of the personal data which The PCC of Christ Church Selly Park holds about you (a Subject Access Request or 'SAR');
  - b. The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
  - c. The right to request your personal data is erased where it is no longer necessary for The PCC of Christ Church Selly Park to retain such data;
  - d. The right to withdraw your consent to the processing at any time where we have obtained your consent;
  - e. 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).
  - f. 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;
  - g. The right to object to the processing of personal data (in limited circumstances);
  - h. The right to lodge a complaint with the Information Commissioners Office.

## 9 CCTV

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- 9.1 We aim to achieve improved safety and protection for building users and the building itself by fitting CCTV cameras to cover the front door and walkway, the main gate, drive and car park. They will act as a deterrent, as well as recording any offences or crimes committed on our site.
- 9.2 Anyone using our site will be unavoidably recorded. Some members of the public walking or driving past may also be recorded. Appropriate signage by each camera will notify people of the presence of CCTV cameras.
- 9.3 Recordings are password-protected and kept for 30 days in the office which is locked when not in use and has a limited number of keyholders. They cannot be accessed via the internet.

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<sup>1</sup> See <https://www.churchofengland.org/about/libraries-and-archives/records-management-guides>.

- 9.4 Recordings will only be viewed if we suspect or know an incident has occurred that affects the safety or wellbeing of our staff or building users. If one of the cameras has captured an offence or crime being committed the footage may be shared with the police.

## **10 Concerns and complaints**

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- 10.1 To exercise all relevant rights, or for queries or complaints in the first instance contact the Church Administrator (for contact details see section 1.2).
- 10.2 You can also contact the Information Commissioner's Office (ICO):
- a. by phone (0303 123 1113);
  - b. online (<https://ico.org.uk/global/contact-us/contact-us-public/>);
  - c. or to make a complaint <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>.