



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

Privacy Notice

v231118

Contents

1 Preamble.....	2
2 Why we collect and use personal data	2
3 Categories of data we collect.....	2
4 Lawful basis for processing your personal data.....	2
5 Where we collected your data from.....	2
6 Sharing personal data.....	3
7 How long do we keep data?	3
8 Your rights and your personal data	3
9 Concerns and complaints.....	3

1 Preamble

- 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
- 1.3 For more information please go to <https://christchurchb29.org>.

2 Why we collect and use personal data

- 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

- 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

- 4.1 Consent – we will obtain your consent to send you information about church events or newsletters, which can be withdrawn at any time.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

- 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

- 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?

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

8 Your rights and your personal data

- 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 Concerns and complaints

- 9.1 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).
- 9.2 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/>.

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