



ST MARY'S EALING PRIVACY NOTICE

Your personal information

This privacy notice explains how and why St Mary's Ealing may collect, use and store your personal information, and the legal rights you have in relation to it.

For the purposes of the EU General Data Protection Regulation (2016/679) and the Data Protection Act 2018 the controllers of your personal data at St Mary's Ealing are the Parochial Church Council (PCC) of St Mary's Ealing, and the current vicar of the parish (jointly referred to in this notice for ease of reference as "St Mary's", "we", "us", "our").

In general we endeavour only to process your personal information where you provide it to us: (i) in your role as a parishioner or otherwise because you participate in activities at St Mary's Ealing; (ii) because you use the facilities of, or provide services to, St Mary's Ealing, or (iii) because you are a volunteer at, an or employee of, St Mary's Ealing. We take the protection of your personal information seriously.

We process some or all of the following types of personal information (personal data):

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide 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 dependents;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- We may sometimes process personal information that is regarded as especially sensitive under data protection law, such as religious beliefs, or medical information in relation to the provision of pastoral care or ecclesiastical services. If you are (or apply to be) a volunteer at, or an employee of St Mary's, we may also be obliged to process sensitive personal data about you in relation to the role.
- Employee data (not covered above) relating to Role Holders including emergency contact information; gender, birth date, referral source (e.g. agency, employee referral); level, performance management information, languages and proficiency; licences/certificates, citizenship, immigration status; employment status, retirement date; billing rates, office location, practice and speciality; publication and awards for articles, books etc.; prior job history, employment references and personal biographies. "Role Holders" includes volunteers, employees, contractors, agents, staff, retirees, temporary employees, beneficiaries, workers and treasurers.

How do we process your personal data?

We will keep your personal information 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 and organisational measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- 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);
- To carry out 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;
- 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;
- In the course of administering clubs, groups, rotas and other activities organised for the benefit of our parishioners and/or the community;
- To deliver the 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 each data controller;
- To administer the parish, deanery, archdeaconry and diocesan membership records;
- To fundraise and promote the interests of the Church and charity;
- To maintain our own accounts and records;
- To engage contractors or in the course of providing services to third parties (e.g. hiring our facilities)
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about church activities or campaigns, appeals and other fundraising efforts;
- To process a grant or application for a role;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- We will process data about Role Holders for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations, for example to pay role-holders; and
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

What legal basis do we rely on for processing your personal data?

Most of the personal data we process we do so because it is necessary for our legitimate interests. Sometimes we process personal data for the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are 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 personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

As a religious organisations we are also permitted to process sensitive personal information (for example religious beliefs) relating to parishioners and other persons in regular contact with St Mary's, in the course of our legitimate activities.

Where your personal data is processed other than in accordance with one of these legal bases, we will first notify you before that processing takes place.

Sharing your personal data

Your personal data will be treated as strictly confidential. It is likely that we will need to share some of your personal data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including other data controllers;
- Our agents and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our database software;
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of London to support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;
- Other persons or organisations operating within the Diocese of London including, where relevant, the London Diocesan Board for Schools and Subsidiary Bodies;
- On occasion, other churches with which we are carrying out joint events or activities.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time if required to do so by law (e.g. HMRC records). In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

Your rights and 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.

1. 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 .
2. 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.
3. 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)).
4. 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.
 5. 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).
 6. The right to object to the processing of personal data where applicable.
 7. The right to lodge a complaint with the Information Commissioner's Office.

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 Commission. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This Notice was last updated in February 2019.

Contact Details

If you have any questions or queries in relation to how we use your personal information, you can email us at: [office\[at\]stmarysealing.org.uk](mailto:office[at]stmarysealing.org.uk) or write to us at the following address: Office (GDPR Query), St. Mary's Church, St. Mary's Road, Ealing, London, W5 5RH

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.