CHRIST CHURCH VIRGINIA WATER

PRIVACY NOTICE

1. Your personal information – what is it?

Personal information or personal data is any information about a living person who can be identified from that data, either on its own or together with other information. The use of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who are we?

The PCC of Christ Church Virginia Water is the data controller. This means that the PCC decides how your personal information is used and why. Our contact details can be found at the end of this Privacy Notice.

3. How do we use your personal information?

The PCC is committed to protecting your personal information and handling it responsibly.

We will keep your information secure, use it only for appropriate purposes, keep it up to date where possible, and only keep it for as long as necessary.

We may use your personal information to:

- support the ministry and mission of the church
- maintain membership and Electoral Roll records
- organise church services, events, meetings and activities
- provide pastoral care and support
- administer volunteers and employees
- maintain financial records and process donations and Gift Aid
- comply with safeguarding requirements
- maintain records of baptisms, confirmations, marriages and funerals
- meet legal, accounting and regulatory requirements
- Share relevant information with the Diocese and other Church of England bodies where appropriate
- communicate church news and events.

Christ Church Virginia Water may use ChurchSuite, ExpensePlus and Microsoft 365 to administer these activities. Where you have agreed, your contact details may be visible to church members in MyChurchSuite.

We may collect and use personal information such as your name, address, telephone number, email address, date of birth, emergency contact details, donation records, Gift Aid information, safeguarding information where necessary, and information relating to your involvement with the church.

As a church, we may also process personal data including information about religious beliefs, health, accessibility requirements, safeguarding matters and other information where permitted by law and necessary for our activities. Data protection law refers to this as special category personal data.

We do not carry out automated decision-making or profiling that produces legal or similarly significant effects.

In some circumstances, you may be required to provide personal information in order for us to administer baptisms, weddings, funerals, safeguarding obligations, Gift Aid claims or other legal requirements. If you do not provide certain information, we may be unable to provide the relevant service or comply with our legal obligations.

4. Where do we collect your personal data from?

We normally collect information directly from you. In some circumstances we may receive information from family members, the Diocese, funeral directors, safeguarding agencies, or other Church bodies where this is necessary and lawful.

5. What is the legal basis for using your personal information?

Data protection law requires us to have a valid reason for using your personal information. Depending on the circumstances we rely upon Article 6 lawful bases including consent, contract, legal obligation and legitimate interests (where applicable), and Article 9 conditions (special category data) including explicit consent and the legitimate activities of a not-for-profit religious body under Article 9(2)(d).

Where we process information about a person's faith or religious involvement, we do so in accordance with the provisions of UK data protection law that apply to religious organisations.

Where we rely on your consent or explicit consent, you may withdraw that consent at any time by contacting us using the information at the end of this notice.

6. Sharing your personal information

We will treat your personal information as confidential.

Your information may be shared with people within the church who need it to carry out their role or provide services and support.

We may also share information where necessary with:

- The Diocese and other Church of England bodies.
- HM Revenue and Customs (for Gift Aid purposes).
- Payroll, pension or professional advisers.
- IT and software providers who help us run church systems.
- Banks and payment providers.
- Safeguarding agencies, local authorities, the police or other statutory bodies where required by law or to protect individuals.

Where we use ChurchSuite, ExpensePlus, Microsoft 365 or other providers, we require them to keep information secure and process it only in accordance with our instructions and data protection law.

We will only share the minimum information necessary and will take reasonable steps to ensure it is handled appropriately.

Where we use third-party service providers to process personal information on our behalf, such as IT software providers, we require them to keep it secure and only use it in accordance with our instructions and data protection law.

Some of our service providers may process personal information outside the UK. Where this occurs, we ensure appropriate safeguards are in place in accordance with UK data protection law.

7. Photography, video and livestreaming

Christ Church Virginia Water may take photographs, record video or livestream services and events. These activities are governed by the separate Christ Church Virginia Water Photo/Video/Livestream Policy.

8. How long do we keep your personal information?

We keep personal information in line with the Church of England Records Retention Schedule, Records and Information Management Guidance and legal requirements.

Different types of records are kept for different lengths of time. For example:

- Electoral Roll records are reviewed prior to each revision and renewal cycle and retained in accordance with Church of England guidance.
- Gift Aid records are usually kept for at least six complete tax years after the relevant financial year.
- Employment records are retained in accordance with employment legislation.
- Safeguarding records are retained in line with Church safeguarding guidance.
- Parish registers relating to baptisms, marriages and funerals are normally retained permanently.

We regularly review the information we hold and securely dispose of records that are no longer required.

9. Your rights

You have important rights in relation to your personal information.

These include the right:

- To ask for a copy of the personal information we hold about you.
- To ask us to correct information that is inaccurate or incomplete.
- To ask us to restrict how your information is used in certain circumstances.
- To object to the use of your information in certain circumstances.
- To ask for your information to be deleted where the law allows.
- To receive certain information you have provided to us in a portable format where applicable.
- To withdraw consent where we rely on your consent to use your information.
- To make a complaint if you are unhappy with how your information has been handled.

Some of these rights are subject to legal exemptions.

10. If we use your information for a new purpose

If we want to use your personal information for a purpose that is not covered by this notice, we will provide you with further information before doing so and seek consent where required.

11. Contact details

If you have any questions about this notice, would like to exercise any of your rights, or wish to raise a concern about how your information is being used, please contact:

Data Protection Contact
Christ Church Virginia Water
01344 844 946
operations@cc-vw.org

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office (ICO)
Telephone: 0303 123 1113
Website: www.ico.org.uk

Document Owner: Operations Manager

Approved by: Parochial Church Council (PCC), Christ Church Virginia Water

Date Approved: _____

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Review Frequency: Annually, or sooner if required by changes in legislation, Church of England guidance, diocesan guidance, or parish practice.

Next Review Date: _____