

DATA PRIVACY NOTICE

March 2025

Parish of Kingswinford St Mary incorporating the churches of St Mary's, Kingswinford and Church of the Ascension, Wall Heath

1. Overview

The Kingswinford St Mary PCC collects, holds and uses personal information about parishioners, worshippers, users of our services and tenants to allow us to provide ministry and use of our facilities. This privacy notice tells you what to expect when the PCC uses your personal information. Your privacy is important to us, and we are committed to handling your personal data securely in line with UK Data Protection laws.

2. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Kingswinford St Mary Parochial Church Council ("We", "Our", "Us") is the data controller (contact details below) for St Mary's Church, Kingswinford and Church of the Ascension, Wall Heath.

This Notice was published in March 2025.

The Chair of the PCC is Fr Adam Hadley who can be contacted via office@stmaryskingswinford.org.uk or 07729 092973.

3. How do we process your personal data?

We comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To operate our parish database;
- To deliver pastoral care where this has been requested;
- To operate the church websites;
- To deliver services requested;
- To manage our property;
- To administer the electoral roll;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- Where requested to inform individuals about news, events, activities and services running at either St Mary's Church or Church of the Ascension;
- Where requested to share contact details with the Diocesan office so they can keep individuals informed about news, activities and services in the diocese.

4. What is the legal basis for processing your personal data?

- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. These legitimate interests are defined by the laws that apply to the Church of England.
- Processing relates to personal data manifestly made public by the data subject;
- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o there is no disclosure to a third party without consent unless disclosure is required by law.

- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent or when required by law.

The council may also provide personal information to third parties, where it is necessary to do so to comply with the law. We will share where we are required to under UK Data Protection law (General Data Protection Regulation 2016/679, Data Protection Act 2018).

Legal registers such as those for Baptisms, Weddings, Funerals and Confirmations will eventually be deposited in the Dudley MBC archives.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website¹.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently (until they are deposited at the Dudley Council archives).

¹ <https://www.churchofengland.org/sites/default/files/2024-10/care-of-parish-records-keep-or-bin-2009-edition.pdf>

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you (a subject access request or SAR)
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- 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;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Priest at St Mary's Church, Kingswinford DY6 8AY Telephone: 07759 900947 or email:

office@stmaryskingswinford.org.uk

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.