

Data Privacy Notice

This notice explains how the PCC of St Peter's, Forsbrook collects, uses, stores, and protects your personal data in accordance with the UK GDPR and the Data Protection Act 2018. It includes specific information about the use of photographs, video, and audio recordings. We use your personal data to run the church, communicate with you, manage volunteers and staff, and maintain records. We only use identifiable photos, videos, or audio of you with your explicit consent. You can withdraw consent at any time. We keep your data secure and only share it when necessary and with your permission.

1. What is personal data?

Personal data is information relating to a living individual who can be identified from that data alone or in combination with other information held by the data controller. The PCC processes personal data in accordance with the UK GDPR.

2. Who are we?

The PCC of St Peter's, Forsbrook is the **data controller**. We decide how your personal data is processed and for what purposes. The Communications Coordinator acts under the authority of the PCC.

3. Data Protection Contact:

Communications Coordinator - Email: comms@stpetersforsbrook.org | St Peter's Church, Cheadle Road, ST11 9PW.

4. Why we collect and use your personal data

We comply with our obligations under the UK GDPR by:

- Keeping personal data accurate and up to date
- Storing and destroying it securely
- Not collecting or retaining excessive data
- Protecting it from loss, misuse, unauthorised access, or disclosure
- Ensuring appropriate technical and organisational measures are in place

We use your personal data for the following purposes:

- To provide a voluntary service for the benefit of the public within our parish
- To administer membership records
- To fundraise and promote the interests of the church
- To manage our employees and volunteers
- To maintain accounts and records (including Gift Aid processing)
- To inform you of news, events, activities, and services at St Peter's
- To share your contact details with the Diocese so they can inform you about diocesan news and events

5. Additional purposes: Photo, Video & Audio Recording

We livestream services at St Peter's. Notices are provided advising which areas are not visible to the cameras.

In addition to the above, we may collect and use photographs, video, and audio recordings for the following purposes:

- To illustrate church life in print or online media
- To promote or celebrate church activities in newspapers, magazines, radio, TV, or online
- In printed or digital marketing materials
- On the church website and social media channels (e.g., Facebook, YouTube)
- In internal church materials such as reports or presentations

Safeguarding note: We will never publish identifiable images of children or vulnerable adults without explicit written consent from a parent, guardian, or responsible adult. Children will not be named in published images or video, unless essential, and then only with explicit consent as above.

6. Legal basis for processing your personal data

General personal data processing may be based on:

- **Explicit consent** (e.g., opting in to receive newsletters, diocesan updates, Gift Aid)
- **Legal obligations** relating to employment, social security, or social protection
- **Legitimate activities of a not-for-profit religious body** under Article 9(2)(d), which allows churches to process data about their members for normal church activities without needing consent each time, provided data is not shared externally without consent

Photo, video & audio data

- We rely on **your explicit consent** when you are identifiable in a recording.
- We do **not** seek explicit consent where you are **not identifiable** (e.g., back of head during a service).
- Explicit consent is collected via our **Photo, Video & Audio Consent Form**.
- Consent forms are stored securely with access restricted to persons authorised by the PCC.

7. Categories of personal data we may collect

Depending on the context, we may collect:

- Identity data (name, title, date of birth, gender)
- Contact data (address, email, telephone number)
- Communications preferences
- Special category data (e.g., religious beliefs, health information, ethnicity) where voluntarily provided
- Photo, video, and audio recordings

8. Sharing your personal data

Your personal data is treated as confidential.

- Your identity/contact/preferences/special category personal data will only be shared when necessary to carry out pastoral or administrative functions, or in order to comply with any legal obligation. Data relating to children will only be shared where necessary for their safety or wellbeing and only in accordance with this policy.
- Photo/video/audio may be shared with PCC approved persons involved in producing media content (e.g., video editors, designers), to effect the purpose(s) you have explicitly consented to (e.g. create a video for Facebook).
- Your name will only be used in captions if you have explicitly consented.
- Some applications used for editing may include AI functions.
- We do not send your personal data outside the UK. However, if you consent to your photo/video/audio being used on our website or social media, it may be viewed worldwide. Some countries may not offer the same level of data protection as the UK.

9. How long do we keep your personal data?

We follow the Church of England guidance on Records and Information Management “*Keep or Bin: Care of Your Parish Records*”

- Electoral roll data: while current
- Gift Aid declarations: up to 6 years after the relevant tax year
- Parish registers (baptisms, marriages, funerals): permanently
- Photo/video/audio recordings: up to **5 years**, stored securely by the Communications Coordinator
- Consent forms: retained for the same 5-year period
- Medical or safeguarding information relating to children is held securely and retained only for the minimum period necessary in line with safeguarding guidance.

10. Your rights and your personal data

Unless an exemption applies, you have the right to:

- Be informed about the data we hold
- Request a copy of your personal data
- Request correction of inaccurate or outdated data
- Request erasure where data is no longer necessary
- Withdraw consent at any time
- Request restriction of processing
- Object to processing where applicable
- Request data portability (where processing is automated and based on consent or contract)

Specific limitations for photo/video/audio

Once images or recordings are published online or in print:

- We cannot guarantee removal from existing printed materials
- We cannot erase or restrict processing of content already shared online
- Rectification applies only to names, contact details, or spoken words—not to images themselves

If you withdraw consent, we will stop using your images in future publications and remove them from our website and future social media posts.

11. Further Processing

If we wish to use your personal data for a new purpose not covered by this notice, we will provide a new privacy notice and seek consent where required.

12. Automated decision-making

We do not use your personal data for automated decision-making or profiling.

13. Complaints or concerns

If you have any queries regarding these activities, or any concerns or queries about how we handle your personal data, please speak to our Communications Coordinator or email comms@stpetersforsbrook.org

You have the right to make a complaint at any time to the Information Commissioner online at ico.org.uk/make-a-complaint/ or by phone on 0303 123 1113 (local rate).