

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St James' Church Haslingden Privacy Notice

This Privacy Notice is provided by the PCC of St James' Church Haslingden to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is St James' Church, Haslingden, BB4 5QU

For more information, please go to: [St James Church Haslingden | Everyone is welcome | Church Haslingden St James](#)

1. Why we collect and use your personal data?

We use personal data for the following purposes

- Name and contact details - To inform you of news and information about events, activities, and services
- To compile the electoral roll.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To register for our Sundays Stars Children's Group
- To reply to emails sent to us.
- To gather views through surveys and questionnaires.
- To respond to contact details for the purposes of charity work and community support.
- To process data for weddings, baptisms and funerals .

2. The categories of personal data we might collect are:

- Name, email and contact details (address, phone numbers)
- Bank account details
- Photographs, live streaming and video clips

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services using your given contact details.
- 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: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

4. Where we collected your data from

With your consent data is collected from 3rd party organisations such as local funeral directors.

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.

5. How long do we keep data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

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.

6. Your rights and your personal data

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

- The right to request a copy of the personal data which the PCC of St James' Church, Haslingden holds about you (a Subject Access Request or 'SAR');
- The right to request that the PCC corrects 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 the PCC of St James' Church Haslingden to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- 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).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

7. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the **PCC Secretary** via the Church contact email: info@stjameshaslingden.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#)
[Data protection and personal information complaints tool | ICO](#)