



The Parochial Church Council of the Ecclesiastical Parish of St Mary, Barnes

GENERAL PRIVACY NOTICE

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data, eg; a name, address, email address, photograph or video.

Identification can be by the information alone or in conjunction with any other information.

The processing of personal data is governed by: The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) which work together to control how organisations use personal information, granting individuals rights over their own data. New changes, to simplify data sharing were introduced by the Data (Use and Access) Act 2025 (DUAA).

Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of St Mary's Barnes which is the data controller for your data.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. The PCC works together with:

- the incumbent of the parish, ie; the Rector.
- the Bishops of the Diocese of Southwark; and
- the Diocese of Southwark, which is responsible for the financial and administrative arrangements within the Diocese of Southwark.

As the Church is made up of all of these persons and organisations working together, circumstances may arise when we may need to share personal data with them, so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers has their own task within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice.

This Privacy Notice is provided by the PCC on our own behalf and on behalf of each of these data controllers, and we use the word “we” to refer to each data controller, as appropriate.

What data do the data controllers listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, aliases and photographs
- Contact details such as telephone numbers, addresses, and email addresses, and such financial information as may be required for a specific purpose
- Where they are relevant to our mission, we may process information such as: date of birth, gender, marital status and dependants, nationality and occupation

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data 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 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
- During a pandemic, to comply with and support the NHS Test and Trace service
- 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 and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals
- 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 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 campaigns, appeals, or other fundraising activities
- To process a grant or application for a role

A CCTV system is in place for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or 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 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.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks and/or where you first give us your prior consent. Those third parties may be all or some of the following:

- The appropriate bodies of the Church of England including the other data controllers
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Southwark 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 Southwark including, where relevant, the Southwark Diocesan Board of Education, Southwark Cathedral and Subsidiary Bodies

How long do we keep your personal data?

We will keep selected records permanently, if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we shall 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 to enquire 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 subsequent 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, please contact us without delay, so that we can update it.

3. The right to have your information deleted

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 delete the data we hold. When we receive your request we will confirm whether the data has been deleted or give you the reason why it cannot be deleted, which may be for legitimate interests or regulatory purposes.

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 data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time of any data to which consent was sought.

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to object to the processing of personal data where applicable

8. The right to lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints:

The Office, St Mary's Barnes.

Email: office@stmarybarnes.org

You can contact the [Information Commissioners Office](https://ico.org.uk/global/privacy-notice/how-you-can-contact-us/) <https://ico.org.uk/global/privacy-notice/how-you-can-contact-us/>

Tel: 0303 123 1113