

DATA PRIVACY NOTICE

The Parochial Church Councils (PCC) of Saint James' Church Quedgeley & Kingsway Privacy Notice

This Privacy Notice is provided by the PCC of Saint James' Church Quedgeley & Kingsway to explain what to expect then we collect and process your personal information in accordance with the UK GDPR

Data Controller

The data controllers are:

Jackie Hall 3 Fox Run Bristol Road Quedgeley Tele: 07853217954

Email:- jackiehall1854@gmail.com

Revd. Mark Siddall The Rectory School Lane Quedgeley GL2 4PN Tele: 01452 722916

Email:- drmarksid@gmail.com

For more information, please go to: www.quedgeleychurch.org.uk

Date of publication: October 2023

1. Why we collect and use your personal data?

We use personal data, for the following purposes:-

Provide church information via email in form of newsletters

Baptism Ministry

Wedding preparation

Electoral roll recording

Contacting those who attend weekly community activity

Provide information for the Who's who directory in the church for parish magazine. This features on our social media page and website.

2. The categories of personal data we collect are

- Name and contact details
- Visual images (photographs, video, live streaming)

3. The lawful basis for processing your personal data (you must have a lawful basis for all of your purposes; you may therefore have more than 1 lawful basis depending on the purpose, e.g. consent and legitimate interest. You only need one Article 6 basis for each purpose.)

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc

4. Where we collected your data from

- You
- The Diocese of Gloucester
- Funeral director

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC of Saint James' Church Quedgeley & Kingsway, Diocese of Gloucester and used for the purposes you have identified on your consent form.

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](#).

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 Saint James' Quedgeley & Kingsway 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 Saint James' Quedgeley & Kingsway 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 at androulapearce@hotmail.co.uk

You can contact the Information Commissioners Office on 0303 123 1113