

**THE PAROCHIAL CHURCH COUNCIL  
OF THE ECCLESIASTICAL PARISH OF LITTLE HEATH**  
(Registered Charity No. 1133045)

## ***Introduction***

This document describes the privacy policy of Christ Church Little Heath.

## ***What is this document about?***

As a Church we need to collect and retain certain data from our members or those we interact with. This document relates to your personal data and how we process that data.

Your personal data is information about you, that we as data controllers hold, which enables us to identify you. The processing of this data is governed by the General Data Protection Regulation (GDPR). The "GDPR" dictates how we must treat this data, and one of the things it requires is that we publish a Privacy Notice, that describes to you (the "data subject" - the person whose data we hold) what data we hold, and what we do with it. This document is that Privacy Notice.

## ***Data Controller***

The "Data Controller" is the person or organisation responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the PCC of the Ecclesiastical Parish of Little Heath (referred to henceforth as "The PCC"). We can be contacted through our web page at [www.cclh.org.uk](http://www.cclh.org.uk), where there is a "Contact" button, or by email at [churchadmin@cclh.org.uk](mailto:churchadmin@cclh.org.uk).

## ***Why do we collect data?***

The data that we collect is used to communicate with our members about the running of the church and to inform you about any news, events, activities and services that we run. We use your data to ensure that we are able to provide the best service to all those who attend our Church or any activities run by the Church.

If you attend our activities, or are a parent or guardian of a child who attends any of our activities, then we collect and use your personal data in our legitimate interests (specifically, it helps us to provide activities to you, in a safe and appropriate manner), and therefore, according to the GDPR, we do not require your explicit consent. The exception to this rule is the usage of photographs of your children in publicity; where we explicitly ask for consent when your child joins any of our groups or activities. More information about our storage and usage of photos can be obtained from the Chair of the PCC.

## ***What data do we hold and how is it processed?***

The PCC of Christ Church Little Heath complies 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 administer membership records including those on our Church membership list as well as on the electoral roll;
- To contact those who give to the work of Christ Church about their giving;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Christ Church;
- To contact you relating to the running of children's and youth groups when your child/children are part of these groups;
- To manage the voluntary Church rotas, including the music rotas and to communicate with those serving on them;
- To contact and inform those who are part of the pastoral care and prayer team;
- To communicate with those attending Bible Study or exploring Christianity courses.

The data that we keep may include the following: name, title, gender, date of birth, school year group, school attended, groups/activities attended, address, telephone number, email address, medical/religious information, relationships to other members (e.g spouse), IP addresses used to log in to our website and gift aid declarations.

If a member is a registered volunteer for one of children's or youth groups we will keep information relating to your DBS such as the issue date and DBS number as well as any references taken.

## ***Where do we get the data from?***

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family (in the case where a data subject is under parental responsibility). In some cases, information may become apparent in other ways (for example, where a family is divided by divorce, information about one side of the divide may become apparent as a result of information provided by the other side).

## ***Who has access to the data?***

Personal data is generally accessible to the PCC, Church leadership and the Church Office.

Occasionally we share information about our members with activity providers if they are providing activities for us, however we ensure this is deleted afterwards. We do not share this information with other organisations (unless legally required to do so, or unless you ask us to).

Confidential data, such as references or details disclosed by the DBS shall be accessible to the Chair of the PCC and safeguarding officer only.

## ***Where is the data held?***

Most of the data is held securely and encrypted within the Church Office or on the PCC Dropbox account which is only accessible to those on the PCC, although the chair of PCC may request access. Different people have access to different information depending on their role.

Leader safeguarding information is held online in the secure area of the Disclosure and Barring Service (DBS) and is accessible to the chair of PCC and safeguarding officer.

All data kept electronically is stored in encrypted and password protected systems.

## ***How can a subject know what data is held? What are my rights with my personal data?***

You may see a copy of the data we hold about you, by request to the Data Protection Officer or the chair of PCC, and you may ask that we correct any inaccuracies. Indeed, we positively welcome being told we have something wrong!

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 the PCC of Christ Church Little Heath holds about you;
- The right to request that the PCC of Christ Church Little Heath 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 Christ Church Little Heath to retain such data;
- The right to withdraw your consent to the processing at any time (where data processing is based upon the data subject's consent)
- 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 lodge a complaint with the Information Commissioners Office.

## ***How long do we keep the 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 website.

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; registers of children's and youth groups for fifty years and parish registers (baptisms, marriages, funerals) permanently.

Some other key data, we will keep indefinitely. There may come a time, for example, when you wish to complain about your treatment, and we will need records to be able to support or refute your complaint.

## ***Need to know more?***

If you require any further information, please contact the Data Protection Officer at

[dpo@cclh.org.uk](mailto:dpo@cclh.org.uk)

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