



St Matthew & St Luke, Chadderton

*'Living out our call to share the Gospel in
Faith, Hope and Love'*

DATA PRIVACY POLICY

This Privacy Policy is provided by the Parochial Church Council of the Parish of St Matthew and St Luke, Chadderton (“the PCC”, “we”, “our”) to explain what to expect when we collect and process your personal information in accordance with the General Data Protection Regulation (GDPR). The PCC, which is governed by the Parochial Church Council Powers Measure (1956) as amended, and Church Representative Rules that came into force on second of January 1957, is the elected governing body of the Parish of St Matthew and St Luke, Chadderton (“the Parish”), with responsibility and oversight for the Parish Church of St Matthew, Chadderton (“the Church”), situated in the Archdeaconry of Rochdale within the Diocese of Manchester (“the Diocese”).

Data Controller

The data controller is: PCC of St Matthew and St Luke, Chadderton
St Matthew’s Church
Burnley Lane
Chadderton
Oldham
OL1 2RE

The Church’s email is ChaddertonChurch@gmail.com; the Church’s telephone number is 0161 652 4006.

The Church’s website is <https://www.stmatthew-stlukechadderton.org.uk/>

Version Control

Version	Changes	Publication Date
1.0	Initial draft of policy to be reviewed by the PCC.	04/10/2023
1.1	Minor editorial changes.	07/10/2023
2.0	Addition of Section 6 relating to safeguarding disclosures. Minor editorial amendments.	05/03/2024
3.0	Amendments to reflect the change in church management system from ChurchDesk to iKnowChurch.	18/03/2026

This document is Version 3.0 of the policy which was approved for publication at the PCC meeting held on 18 March 2026.

Section 1 – Why do we collect, process, and use your personal data?

We use personal data for the following purposes:

1. To inform you of news and information relating to the PCC, the Diocese, the Church of England, and other organisations associated with the PCC. This includes, but is not limited to:
 - a. events;
 - b. activities;
 - c. services;
 - d. parish news.
2. To fundraise.
3. To maintain the PCC's accounts and records.
4. Administration to support the Church's operations.
5. To process donations and/or Gift Aid contributions.
6. To include your details in the Church's data management system hosted by iKnowChurch. Further information regarding how iKnowChurch ensures the security of the data we store on its systems can be found by visiting <https://www.iknowchurch.co.uk/security/>.
7. To promote the Church on its website and social media channels; namely Facebook, X (formerly Twitter), and Instagram. This may also extend to the promotion of the Church on the social media accounts, websites, and newsletter(s) managed by the Diocese and the social media accounts, websites, and newsletter(s) managed by The Church of England.

Section 2 – The nature of personal data that we collect

The personal data which we may collect are:

1. Your full name.
2. Your contact details.
3. Your address.
4. Your date of birth.
5. Your bank details.
6. Audio and visual data including photographs, videography, and live streaming services on Facebook (see Appendices One and Two).
7. Your occupation.
8. We also process 'special' categories of information (as defined by the GDPR), which may include:
 - a. Your religion (including your baptism history).
 - b. Your health data relating to allergies and intolerances, diet, and any other medical conditions that you wish to disclose.

Section 3 – The lawful bases for processing your personal data

The following lawful bases, as set out in Article Six of the GDPR, have been identified as relating to points one to seven of Section Two:

1. Consent – we will obtain your consent to send you information relating to points one and three of Section One.
2. Legal obligation – we are required by law to collect and process data for baptisms, weddings, and funerals.

The following lawful bases, as set out in Article Nine of the GDPR, have been identified as relating to point eight of Section Two:

1. Explicit consent – we will obtain your explicit consent when collecting data relating to your religious beliefs as stated in Section Two point 6 (a), to update or renew the Church's Electoral Roll. We will also obtain your explicit consent to collect data relating to your health so we can quickly respond to any health-related incidents involving you.

Section 4 – Where we collected your data from

We may collect your personal data from:

1. you;
2. members of our congregations;
3. the incumbent, their representative, or PCC of other ecclesiastical parishes;
4. the Diocese;
5. hospitals, hospices, or other healthcare providers;
6. appointed Funeral Directors.

We will do our utmost to ensure that all reasonable steps are taken to ensure that your data is stored securely. Unfortunately, the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, such as via email. Sending such information is entirely at your own risk.

Section 5 – Sharing your data

Your personal data will be treated as strictly confidential and will only be shared on a need-to-know basis with the Church's clergy or Ministry Team, the Parish Safeguarding Officer, the PCC, the Diocese, and other church members via the church data management system with your consent. We may also share your personal data with the aforementioned groups and/or external third parties in instances such as conducting baptisms, weddings, and funerals, or when required by law, which includes, but is not limited to, the reading of Banns of Marriage or audit by regulatory agencies.

Section 6 – Safeguarding disclosures

The PCC recognises the importance of fostering an environment where our congregations can explore and develop their faith and spirituality, where they feel welcome and empowered to express their individuality, and where they are safe to seek assistance and disclose information relating to safeguarding concerns. Ensuring that our community, young and old, are protected at all times is of the utmost importance. The point of contact in the Church who has overall responsibility for safeguarding in the parish is the Parish Safeguarding Officer (PSO).

The sensitivity of safeguarding disclosures necessitates the careful management of such information. All information relating to safeguarding incidents will be handled in accordance with this Policy, however, the PCC, church officers, and the PSO will not guarantee confidentiality surrounding safeguarding matters. If deemed necessary, matters of concern must, and will, be reported to the appropriate authorities to mitigate any risks to the individuals involved.

For more information relating to how the PCC safeguards our community, please refer to The Church of England's website by visiting <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/parish-safeguarding-resources>.

Section 7 – How long do we keep data?

We keep data in accordance with the guidance set out in the “Keep or Bin: The Care of Your Parish Records” guide which is available at <https://www.churchofengland.org/about/libraries-and-archives/records-management-guides>.

Section 8 – Your rights surrounding the handling of your personal data

Unless subject to an exemption under the GDPR, you have the following rights concerning your personal data:

1. the right to request a copy of the personal data that the PCC holds about you (a Subject Access Request (SAR)).
2. The right to request that the PCC correct any personal data if it is found to be inaccurate or out of date.
3. The right to request your personal data is erased where it is no longer necessary for the PCC to retain such data.
4. The right to withdraw your consent to the processing at any time where we have obtained your consent.
5. 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).
6. 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.
7. The right to object to the processing of personal data (in limited circumstances).
8. The right to register a complaint with the Information Commissioner's Office (ICO).

Section 9 – Complaints procedure

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Data Controller.

You can contact the ICO by visiting <https://ico.org.uk/global/contact-us/contact-us-public/>.

Appendix 1

Photography and Videography Recording Consent Form

At St Matthew and St Luke, Chadderton we take the security of your personal data very seriously, and this includes the use of images of you and/or your child/children. We occasionally include still or recorded images of you and/or your child/children in publications, on our website, on our social media, or those of the Diocese of Manchester and the Church of England. However, we must request your consent to use images and/or videos of you and/or your child/children for these activities.

We ask that you consent to the church taking and using photographs or recorded images of you and/or your children. Any use of images at St Matthew and St Luke, Chadderton is underpinned by our Safeguarding Policy. Your full name, or that of your child/children should never be included alongside an image without your consent.

Please complete, sign, and return this form to the Duty Warden as soon as possible.

I hereby consent to photographs or recorded images of the person named below, appearing in church-printed publications and online, including social media. I understand that the images will be used only for church purposes and that my and/or my child's/children's identity will be protected.

Name(s): _____

Address: _____

Signature: _____

Date: _____

Appendix 2

Notice about Photography and Videography Recording

It is possible that during this service/event, you and/or your child/children may be photographed, or video recorded. This may be for livestreaming our services or the promotion of the Parish of St Matthew and St Luke, Chadderton on its website, social media channels, and newsletter as well as those of the Diocese of Manchester and the Church of England. The Parochial Church Council (PCC) will take all steps to ensure that these images are used solely for the purposes for which they are intended.

If you become aware that these images are being used inappropriately you should inform the PCC as soon as possible. If you would prefer that your and/or your child's/children's photograph or video recording is not taken, please advise the Duty Warden at the earliest opportunity.