



# *The Parish of St Matthew and St Luke, Chadderton*

*“Living out our call to share the Gospel in faith, hope and love”*

## **DATA PRIVACY NOTICE**

### **The Parochial Church Council of the Parish of St Matthew and St Luke, Chadderton**

This Privacy Notice is provided by the Parochial Church Council of the Parish of St Matthew and St Luke, Chadderton (“the PCC”, “we”) to explain what to expect when we collect and process your personal information in accordance with the United Kingdom General Data Protection Regulations (UKGDPR). The PCC, which is governed by the Parochial Church Council Powers Measure (1956) as amended, and Church Representative Rules that came into force on the second of January 1957, is the elected executive governing body of St Matthew’s Church (“the Church”) which is 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  
Chadderton Hall Road  
Chadderton  
Oldham  
OL1 2RE

The Church’s email is [ChaddertonChurch@gmail.com](mailto: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**

<b>Version</b>	<b>Changes</b>	<b>Date Last Edited</b>
1.0	Initial draft of policy to be reviewed by the PCC.	04/10/2023
1.1	Minor editorial changes.	07/10/2023

**This document is version 1.1 of the policy which was approved for publication at the PCC meeting held on 4<sup>th</sup> October 2023.**

The Parish of St. Matthew and St. Luke, Chadderton  
Chadderton Hall Road, Chadderton, Oldham OL1 2RT  
Registered Charity Number: 1143492

Churchwardens: Mrs H Crabtree, Mrs M Hughes Tel: 01706 846783 E-mail: [chaddertonchurch@gmail.com](mailto:chaddertonchurch@gmail.com)  
Mrs G Barker, Secretary Tel: 0161 624 4560

Mrs M Hughes, Treasurer Tel: 01706 846783 Mr N Barker, Gift Aid Secretary Tel: 0161 624 4560

## **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 of the Church's operations.
5. To process Gift Aid contributions.
6. To include your details in the Church's data management system hosted by ChurchDesk. Further information regarding how ChurchDesk ensures the security of the data we store on its systems can be found by visiting <https://www.churchdesk.com/en/data-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 promotion of the Church on the social media accounts, website, and newsletter(s) managed the Diocese and the social media accounts, website, 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 UKGDPR) 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 UKGDPR, 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.

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The following lawful bases, as set out in Article Nine of the UKGDPR, 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 make sure 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' 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 to carry out a service to you, for example to conduct baptisms, weddings, and funerals, or when required by law, which includes, but is not limited to, reading Banns of Marriage or audit by regulatory agencies.

### **Section 6 – 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" which is available at <https://www.churchofengland.org/about/libraries-and-archives/records-management-guides>.

### **Section 7 – Your rights surrounding the handling of your personal data**

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

1. the right to request a copy of the personal data which the PCC holds about you (a Subject Access Request (SAR));
2. the right to request that the PCC corrects 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;

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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 lodge a complaint with the Information Commissioners Office (ICO).

## **Section 8 – 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 issue of 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 on those of the Diocese of Manchester and the Church of England. However, we have a duty to request your consent to use images and/or videos of you and/or your child/children for the purposes of 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.

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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 that you and/or your child/children may be photographed, or video recorded. This may be for the purpose of 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 that 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 as soon as possible.