



## **Data Privacy Notice**

### **St Mary's Longfleet, Poole**

#### **What is our Data Privacy Notice for?**

This Data Privacy Notice explains what you can expect when St Mary's Church, Longfleet, (SML) collects and uses your personal information. For a short version, pick up one of our flyers at the reception desk. SML recognises the importance of your privacy and personal information therefore this notice outlines how your data is protected and used.

#### **Your personal information – what is it?**

Personal information is any data which enables you to be identified. How your personal data is protected and used is governed by law, specifically the Data Protection Act (2018).

#### **Who are we?**

SML is managed by the Vicar together with the Parochial Church Council of St. Mary's, Longfleet (PCC), who are SML's trustees. Both the Vicar and the PCC are the people who decide why, when, how your data is processed, and who by. In this notice "we" means the Vicar and the PCC of SML.

#### **What do we use your information for?**

We use your information for these purposes:

- to communicate well about the life, activities and events of the SML, and the wider Church of England, our partner churches<sup>1</sup> and partner charities<sup>2</sup>
- for pastoral care
- to provide the services of a parish church to the local community

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<sup>1</sup> 'Partner churches' means those churches we would expect to work with, such as Poole Missional Communities or our church graft at Hamworthy.

<sup>2</sup> 'Partner charities' are decided by SML's Mission Support Team and refers to those charities with whom we work closely e.g. MARS or FaithWorks.

- to tailor some of our communications, events and activities to specific groups based e.g. on age, sex, marital/single status, skills or interests
- to manage staff and volunteers
- to survey members to seek their views on the events and activities we offer
- to manage membership records
- to manage our money, gift aid, donations and records
- to further our charitable aims for example through fundraising and promoting the interests of SML
- to share your details with the wider Church of England, when relevant to you, so they can inform you about news, events, activities and services
- to enable us to serve our community through voluntary activities
- CCTV systems for the prevention of crime
- to manage customers booking the Church or Church Centre
- to operate our databases to deliver the services
- to fulfil contractual or other legal obligations
- using audio-visual media to project services within the Church and over the web.

### **How do we process your personal data?**

We make sure that personal information is:

- up to date; protected properly and destroyed securely
- not collected or retained in excessive amounts
- protected from loss, misuse, unauthorised access and disclosure
- protected by making sure that the right measures are in place.

### **What is the legal basis for processing your personal data?**

We process your information in the course of our legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without your consent.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms.

We will ask for your specific consent to collect and hold your personal information necessary for you to join the Electoral Roll and also for when joining our regular e-mailing list (currently MailChimp). We also ask your consent to hold and use your children's information.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with the Diocese, our designated charity and church partners. Otherwise we will only share your data with third parties with your consent or where there is a legal reason (e.g. safeguarding).

## **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary. We will keep your personal information for as long as you are a member or have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. In addition, we retain staff records for six years and children's details until age 21, as required by law. If you'd like a copy of our Data Retention guidelines please ask.

## **Your rights and your personal data**

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If you believe that any information we hold about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

If you would like to see a copy of the information we hold about you please contact us. You can ask us to transmit it to another organisation and we will do this if possible.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

## **Transfer of Data Overseas**

We will not transfer personal data to places outside the European Union unless we have your consent first, and we are able to say how it will be protected and how you can obtain copies of the relevant safeguards.

## **Further processing**

If we want to use your personal data for a new purpose, we will provide you with a new notice in advance that says what we will use it for, how and our basis for doing so. If necessary we will ask for your consent.

## **Contact Details**

To contact us please email: the Director of Operations, the Administrator or the Vicar's PA at [admin@smlpoole.org.uk](mailto:admin@smlpoole.org.uk) or phoning 01202 253527.

## **How to complain**

If you have a complaint about your personal data that we hold, please contact us in the first instance so we can help. You also have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by SML. You can contact the ICO via its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.