

ST PAUL'S PRIVACY & DATA PROTECTION NOTICE

The General Data Protection Regulation (GDPR) of May 2018 is designed to protect personal data about living individuals. This means that any person, or organisation, handling personal data must comply with the requirements of the legislation.

At St Paul's St Albans we take your data and privacy seriously and set out in this notice the basis on which any personal information we collect from you, or that you provide to us, will be processed.

What information do we hold?

Information that you give us from forms that you have filled in on our websites or on paper, through ChurchSuite, or at events we run, corresponding with us by phone, email or letter. The information you give us may include personal data such as your name, date of birth, postal address, e-mail address, phone number, financial information, personal description and/or photographs. We may also hold certain categories of sensitive information that you have told us about, such as your or your children's health, and this will be used to ensure we provide the best care and support we can. Debit/Credit card information is held securely by our third party providers following their policies.

Information we collect from our website. This is of a technical nature and is not identifiable to you.

Additional information about employees and volunteers. We may also hold certain categories of sensitive information such as personal financial details, age, gender, marital status, date of birth, full employment and educational history, references, medical and criminal records.

Why do we hold data and what is our legal basis for processing your data?

Information is collected from you so that we can keep in contact with you and let you know of news and events happening in the church that we think may be of interest to you. It is also used for the general administration of the church.

For each purpose we are required to have a legal basis for holding the information. Our purposes are:

- Data collected to keep you informed about a specific area you expressed interest in, for the management of event or course bookings or in relation to employees and volunteers is held to fulfill legitimate interests and/or contractual obligations.
- Data collected to keep you informed or for the general administration of the church is held via consent (unless otherwise stated).
- Some data is processed to fulfill legal obligations arising from Gift Aid claims, employment or safeguarding conditions.

How do we store and process your personal data?

St Paul's St Albans is committed to keeping personal data up-to-date; storing and destroying it securely; not collecting or retaining unnecessary data; protecting personal data from loss, misuse, unauthorised access and disclosure; and ensuring that appropriate technical measures are in place to protect personal data.

Personal data is kept on password-protected computers or in secure filing. Each employee and volunteer at St Paul's St Albans who handles personal data will comply with the organisation's operational procedures for handling personal data to ensure that good data protection practice is established and followed.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service or to other church members for purposes connected with the church. We do not pass your information on to any other third party unless in the event of a Safeguarding concern or a medical emergency. We will only share your data with other third parties outside of these circumstances with your consent.

How long do we keep your personal data?

The length of time that we will retain your data will vary depending upon the purpose for which it is processed. We will periodically review our data to remove those who are no longer involved in church activities, unless there is a legal requirement to keep specific data. For more information, email office@stpauls-stalbans.org.

Your rights and your personal data

Under GDPR legislation you have a number of rights about how your data is processed. Full details of your personal rights can be found on the [Information Commissioner's Office website](#).

Your rights include the right to:

- Be informed, which is the purpose of this notice;
- Request access to the data we hold about you;
- Have inaccurate and incomplete data rectified;
- Have the personal data we hold on you deleted (except where we are required to hold the data by law and where there is legitimate interest to hold it);
- Restrict the processing of your personal data in certain circumstances;
- Withdraw your consent at any time.

How to request a change, deletion or access to your data

Please contact the Church Office (by email: office@stpauls-stalbans.org; by phone: 01727 846281; or in person or in writing: St Paul's Church, Blandford Road, St Albans, Hertfordshire, AL1 4JP).

You can also change your permissions or request deletion from within your Churchsuite account, if you have one

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy & Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact St Paul's Church, Blandford Road, St Albans AL1 4JP or office@stpauls-stalbans.org.

You can contact the Information Commissioners Office on 0303 123 1113 or [via live chat on their website](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.