



Privacy Policy

St Mary's Church, Haverhill

Policy last reviewed and adopted by PCC: Monday 15th April 2024
Policy due for review: Annually after APCM

Our Contact Details

Name: Parochial Church Council of St Mary's, Haverhill
Priest-in-Charge: the Revd Max Drinkwater
GDPR Officer: the Revd Wendy Norris
Address: St Mary's Church, High Street, Haverhill, CB9 8AX
Phone Number: 01440 784068
E-mail: contact@stmaryshaverhill.org.uk

The Type of Personal Information we Collect

We currently collect and process the following information:

- Information for the **electoral roll** i.e. names, addresses.
- Contact information for **pastoral support** i.e. names, addresses, phone numbers, email addresses, dates of birth.
- Contact information for the **weekly newsletter** or other **mailing lists** i.e. names, email addresses.
- Personal information relating to a **baptism, wedding** or **funeral**.
- Other information as needed to fulfil the aims and objectives of the PCC.

How we Get the Personal Information and Why we Have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have completed a form to register for the electoral roll.
- You have provided us with your contact details and indicated how you would like this information to be used.
- You have organised a life event with us.
- You have attended an event for which we need to collect certain details.

We may also receive information from a third party who will pass on your details e.g. a funeral director, hospice or hospital, charitable organisation or counselling service. This will be done either under a regular working agreement made with the third party, or with your explicit consent.

We use the information that you have given us in order to support you pastorally, contact you in case of need, update you regularly on services and events at St Mary's, and fulfil the legal obligations of the PCC.

We will not share this information with any other third party without your consent, unless there is a legal obligation for us to do so or we have reason to do so under the terms of our safeguarding policy.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time by contacting us.
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

How we Store your Personal Information

Your information is securely stored. Contact details provided to us are uploaded to a secure online management system, access to which is carefully controlled. This information and who has access to it is regularly reviewed.

Where you have provided contact details and given consent in hard copy, these copies are kept securely in a locked safe on the church premises.

Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at the above address if you wish to make a request.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the above address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>