

**St Mary's Church, Saffron Walden**  
**St James' Church, Sewards End**  
**St John's Church, Little Walden**

**Data Privacy Notice**

**1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in or likely to come into our possession. The processing of personal data is covered by the General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

**2. Who are we?**

The Saffron Walden Parochial Church Council (the PCC) is a registered charity with responsibility for the parish of Saffron Walden including the daughter churches of St John's, Little Walden and St James', Sewards End (the Parish). Administrative tasks associated with running the Parish are performed by employees of the PCC and by volunteers under the direction of the PCC. The PCC also oversees employees and volunteers who organize contributions to worship, groups for spiritual nurture, fellowship groups and social activities for children and adults within the Parish.

The Parish is served by the Rector who also acts as chairman of the PCC. He is assisted by others including Associate Priests, Assistant Curates, licensed Lay Ministers, authorized Lay Preachers, retired clergy, Pastoral Assistants, Evangelism Enablers and the Churchwardens. Pastoral work within the Parish may also be undertaken by members of our Home Visiting Team. The Parish is part of the Saffron Walden and Villages Team Ministry. Clergy from the wider team assist with our services and pastoral care from time to time. Together these people make up our Pastoral Team.

We work together to promote the mission of the church in the Parish and to support the Rector with his responsibilities for the cure of souls and his pastoral work across the Parish. In this privacy statement, "we" may refer to either the PCC (and its employees or volunteers) or members of the Pastoral Team.

**3. How do we process your personal data?**

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorized access and disclosure; and by ensuring that appropriate technical measures are in place to protect personal data.

We use your data for the following purposes:

- To enable us to comply with the PCC's charitable objects of promoting the whole mission of the church in the Parish;
- To provide cure of souls and pastoral care in the Parish, including baptisms, weddings and funerals;
- To organize contributions to worship;
- To run classes, fellowship groups and social activities;
- To administer the electoral roll and other membership records;
- To raise funds to enable us to further the mission of the church within the Parish and beyond and to thank you for your contributions;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees and volunteers;
- To comply with our legal and regulatory obligations;
- To operate the website and social media accounts associated with the mission of the church in the Parish;
- To maintain records and registers;
- To inform you of news, events, activities and services in Saffron Walden, the daughter churches and other churches in the Saffron Walden Team Ministry;
- To contact individuals via surveys to conduct research about opinions on services, care of the building or other matters relating to promoting the mission of the church in the parish; and
- To stay in touch.

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

Depending on the circumstances, we rely on one or more of the following legal bases for processing:

- Explicit consent of the data subject;
- Processing is necessary to comply with our legal obligations;
- Processing is necessary for performance of a contract;
- Processing is necessary to protect vital interests; and
- Processing is necessary to pursue legitimate interests.

To the extent that the personal data reveals religious beliefs, we also rely on the following legal bases for processing:

- Explicit consent of the data subject;
- Processing is necessary for carrying out our obligations under employment, social security or social protection law;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes;
- Processing is carried out by a not-for-profit body with a religious aim in the course of its legitimate activities and:-
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent; or
- Processing relates to personal data which are manifestly made public by the data subject;
- Processing is necessary for reasons of substantial public interest.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. We will not use your personal data for purposes other than those for which it was provided or share your data with third parties outside of the Parish or Pastoral Team without your consent.

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

We keep data in accordance with the guide “Keep or Bin: Care of Your Parish Records” which is available on the Church of England website.<sup>1</sup>

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

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

- The right to request a copy of your personal data that we hold;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased or destroyed where it is no longer necessary for it to be retained;
- The right to withdraw your consent to processing at any time;
- 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;
- The right to object to the processing of personal data where applicable; and
- The right to lodge a complaint with the Information Commissioner’s Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose not covered by this Notice, 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.

## **9. Contact details**

To exercise all relevant rights, queries or complaints, please contact our Parish Administrator at St Mary’s Parish Office, Church Path, Saffron Walden, CB10 1JP, 01799 506024, [office@stmaryssaffronwalden.org](mailto:office@stmaryssaffronwalden.org).

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<sup>1</sup> Church of England Record Centre Records Management Guide No. 1, Revised 2009, <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.