

Data

Privacy Notice

Data Privacy Notice May 2018

Name: St James by the Park, also known as Shirley Parish Church
(Hereafter, "The Church")

Church Address: 133 Church Street
Southampton
SO15 5LW

Phone: 023 8077 1755

Web: www.stjamesbythepark.org

Reviewed: 27/10/2026

Amended:

This policy supersedes all previous safeguarding policies & will be reviewed annually.

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The Parochial Church Council (PCC) of Shirley, Southampton

1. Your personal data – what is it?

Personal data relates to any living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information already in the data controller's possession or likely to come into such possession. The processing and retention of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of Shirley, Southampton, known as St. James' by the Park Church, act as the data controller (contact details below). This means that whilst your personal data is within their possession they are responsible for the safe keeping and reasonable processing of your data.

3. How do we process your personal data?

The St. James' by the Park Church complies with its 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, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To provide pastoral care to parishioners;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications and medical records for under 18s);
- To inform individuals of news, events, activities or services running at St. James' by the Park Church;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- To enable us to provide a voluntary service for the benefit of the public in our area;
- For those who request it, to share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.

- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
    - 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.

5. 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 to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your specific consent.

6. How long do we keep your personal data[1]?
We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; we are legally bound to retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

6. CCTV

Access to live and recorded CCTV is restricted to authorised persons who need access for an approved purpose. The authorised persons include the Administrator, Church Wardens, Vicar, IT Support and Hall Manager. If applicable, appropriate and necessary for the purposes of an investigation, the hall hirer at the time in question may be required to view isolated recorded images or video during an investigation, this will be facilitated by one of the approved persons and they will not be given access to any recordings or any copies.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the PCC of Shirley, Southampton holds about you;
- The right to request that the PCC of Shirley, Southampton corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of Shirley, Southampton to retain such data;
- The right to withdraw your consent to the processing at any time

[1] Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: -https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management

- 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 lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:
The Data Protection Officer
St. James' by the Park Church Office
133 Church Street
Southampton
SO15 5LW
dataofficer@stjamesbythepark.org
023 8077 1755

You can contact the Information Commissioners Office on 0303 123 1113 or via Live Chat
Website address https://ico.org.uk/global/contact-us/contact-us-public/