



ST. JOHN THE EVANGELIST, HAYDON WICK

PRIVACY POLICY

Who are we?

St. John the Evangelist is a registered charity number 1128874. Our registered address is: Thames Avenue, Haydon Wick, Swindon, Wiltshire. The PCC of St. John's Haydon Wick and the Incumbent of the parish (i.e. our vicar) are joint Data Controllers.

What is personal information?

Personal information is any data that identifies you as an individual. This could include; name, address, email address, bank information (when you set up a standing order) etc.

How do we use your information?

We use your personal information for the following:

- To administer membership records
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To send you newsletters and updates via email
- To keep you updated of events, activities and services run by our church
- To contact you regarding your role in the church
- To circulate rotas (containing contact details to enable swapping dates)
- To fulfil legal and regulatory obligations (including maintaining and publishing our electoral roll)
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice.
- To provide pastoral care (such as visiting) when it is required.
- To organise services such as baptisms, confirmations, weddings and funerals
- To occasionally inform you of other news/activities we think will be of interest to you

We look after your personal information and keep it secure using various password protected software. Paper forms are stored in locked filing cabinets.



Do we share your information?

We only share your details with third parties where we need to do so to fulfil a function, such as sending an email via Mail Chimp or other proprietary systems.

We may need to share your details with safeguarding authorities, if we have good reason to be concerned about the protection of our members.

We would also share your details where we had a legal obligation to do so, for example to HMRC regarding gift aid, payroll or pension scheme.

Processing Children's information

We will only process this data if we have parental consent to do so. We have stringent safeguarding processes in place to protect children's data. Our safeguarding officer is Mr Allan Brown.

Processing information of Vulnerable Persons

We may process personal information about vulnerable persons, for the protection of that person. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church. See our Safeguarding Policy for more details.

Lawful basis for processing

The lawful basis will depend on why we are processing your information. We use the following:

- Consent – where you have given us consent to send you our newsletter and important updates.
- Legal Obligation – to record individual details on the electoral roll. We also need to record gift aided donations for up to 7 years, for audit purposes by HMRC.
- Legitimate Interest – where it is our legitimate interest to contact you with further relevant information and where it doesn't affect your rights as an individual (Refer to 'Rights of Individuals' below)
- Contract – this could be a contract of employment. We also use contracts for room hire



How long do we keep your information?

We will not keep your information for longer than necessary. When we no longer have a lawful basis for storing your information, we will delete/shred/destroy it.

Here are some examples of how long we may need to keep your information:

- Gift aided donations need to be kept for 7 years for HMRC audit purposes
- Parish registers (Baptisms, Marriages & Funerals) kept securely until register full, then passed to Wilts County Records Office, Chippenham (archived permanently)
- Electoral roll needs to be kept for 7 years
- Employment records need to be kept for 7 years

Your rights

Under the General Data Protection Regulation (GDPR), you have certain rights as follows:

- 'Right to be informed' means we will be completely clear and transparent about how we plan to use your personal information.
- 'Right of access' means you can request a copy of the personal information we hold about you and we will provide it within one month.
- 'Right to rectification' means you can ask us to update or amend the information we hold about you, if it is incorrect.
- 'Right to restrict processing' means you can ask us to change, restrict or stop the way we are using your information.
- 'Right to erasure' (or 'right to be forgotten') means you can ask us to remove your personal information from our records.
- 'Right to object' means you can object to us using your information for marketing purposes.
- 'Right to data portability' means you can obtain and reuse your personal data for your own purposes.
- 'Right not to be subject to automated decision making' means if we use systems to make a decision about you, you have the right to ask a person to intervene, that then may change the outcome.
- Right to lodge a complaint with a supervisory authority, such as Fundraising Regulator or the Information Commissioner's Office (ICO), if you are not satisfied with our response to your request, or you feel we are not using your information correctly.

Policy Date: 28 January 2019
Version Number: 1.0
Review Frequency: Every Two years
Due for review: First Quarter 2021



How we use Cookies

We **do not** use any cookies or other similar technologies on our website. If this changes in the future, then we will update this information.

The website has the potential to collect and use the Internet Protocol (IP) addresses of our website visitors, using google Analytics, but does not currently use or store this information.

Cookies are placed by third-party vendors, including Facebook, on web browsers to track user behaviour and serve ads related to such behaviour. No personally identifiable information is collected by us through the use of Facebook's, or any other third party remarketing service. Any data collected will be used in accordance with our privacy policy and Facebook's privacy policy. You can opt out of Facebook's use of cookies by visiting Facebook's ad preference settings.

How to contact us

You can write to us at the following address:

St Johns Church, Haydon Wick,
C/O 54 Furlong Close, Haydon Wick, Swindon, SN25 1QP

You can phone us on: 01793 726000

You can email us at: parishoffice@stjohnshaydonwick.org.uk