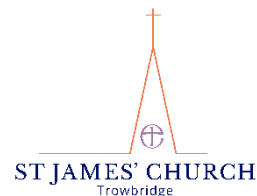


# DATA PRIVACY NOTICE



## The Parochial Church Councils (PCC) of St James' Trowbridge Privacy Notice

This Privacy Notice is provided by the PCC of St James' Trowbridge to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

### Data Controller

The data controller is:

Clair Matthews (Church Office Manager)

P: 07565 917441

E: [clair@stjamestrowbridge.co.uk](mailto:clair@stjamestrowbridge.co.uk)

St James' Church

The Rectory

Union Street

Trowbridge

BA14 8RU

For more information, please go to: [www.stjamestrowbridge.co.uk](http://www.stjamestrowbridge.co.uk)

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### 1. Why we collect and use your personal data?

We use personal data for the following purposes:

- Name and contact details - To inform you of news and information about events, activities, and services within the PCC of St James' Trowbridge and/or the Diocese of Salisbury
- To include your details in the Church Directory.

### 2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, live streaming)

### 3. The lawful basis for processing your personal data:

- Consent – we will obtain your consent to send you information about church events, newsletters, or rotas
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism, etc.

#### **4. Where we collected your data from**

- You
- The Diocese of Salisbury
- Funeral director

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

Your personal data will be treated as strictly confidential and will only be shared with the PCC of St James' Trowbridge and/or the Salisbury diocesan office, and with other church members via the church directory.

#### **5. How long do we keep data?**

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records": [Records management guides | The Church of England](#).

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

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

- The right to request a copy of the personal data which St James' Trowbridge holds about you (a Subject Access Request or 'SAR');
- The right to request that the PCC 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 St James' Trowbridge to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

#### **7. Concerns and/or complaints?**

To exercise all relevant rights, or for queries or complaints please in the first instance contact the PCC Secretary or Church Office Manager at [clair@stjamestrowbridge.co.uk](mailto:clair@stjamestrowbridge.co.uk)

You can contact the Information Commissioners Office on 0303 123 1113. Further contact details for the ICO can be found here <https://ico.org.uk/global/privacy-notice/how-you-can-contact-us> or use the ICO Complaints tool here [Data protection and personal information complaints tool | ICO](#)