

**SAINT MARY  
NEWINGTON**



**KENNINGTON  
LONDON SE11 4JQ**

## **Privacy Policy**

### **Our contact details**

Name: Father Stuart Labran (Rector)

Address: The Rectory, 57A Kennington Park Road, London SE11 4JQ

Phone Number: 07818 608294

E-mail: [newingtonrectory@outlook.com](mailto:newingtonrectory@outlook.com)

### **You may also contact**

Name: Julia Ruxton (Electoral Roll Officer)

Phone Number: 07989 542142

Date: 17 January 2024

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers: Name, address, telephone number, email address as provided on the church membership form
- Bank information is held by the Treasurer if provided in the form of a Direct Debit or Standing Order mandate or a Gift Aid form. Use of the Dona card donation machine only shows the name of the donor and their Gift Aid status.
- From time to time photos are taken during services by a designated photographer. You are invited to ask not to be included in photos and told where you can sit to avoid inclusion in photos which only will be shared in the church WhatsApp group or on the church website.
- During Zoom broadcasts of services we will avoid showing faces of anyone other than the team serving at the altar or readers and intercessors who come to the front.

### **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:

- In order that we are able to contact you for administrative reasons or for pastoral care. Information such as birthdays and significant occasions shared in the church WhatsApp group is shared at your own volition.
- Banking information is processed by the Treasurer for the purposes of collecting your donations and providing overall figures to the HMRC. Personal data is not shared.
- Images of members and visitors may be shared in the group but you will be warned in advance if photos are being taken.
- No data is collected from outside sources
- No data is shared with outside sources
- The information we hold is limited to information you provide on the Membership form, the Electoral Roll form or when you join the WhatsApp group as well as banking forms and the Gift Aid form.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Father Stuart or Julia Ruxton. There is a form which you can request in the office to remove your own or your child's information from the church membership list and electoral roll.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

### **How we store your personal information**

Your information is securely stored. Your name, address, phone number and email address are held on an Excel spreadsheet which is only accessible to the Rector, Julia Ruxton (Electoral Roll Officer) and Hilda Shillon (Church Warden) and in Gmail Contacts. This Excel database is not shared with anyone else and is only stored on our personal computers. It is not kept on any publicly accessible platforms such as the church Google Drive.

When church emails are sent your address will always be hidden [bcc].

Information you share in the Church WhatsApp group is shared at your own risk.

The Treasurer (Jonas Quarcoopome) stores banking information and Gift Aid information on his personal computer and on the church computer, access to which is protected by a unique PIN number only known to him.

We keep the information you provided while you are a member of the church. We will delete your information if you have not attended church for more than 3 years or when you request that your information be deleted or inform the church that you have left.

- Information you share is not backed up on the Cloud or other public platforms.
- The security of your personal information is of great importance to St Mary's and your information will not be shared with any outside organisation.

### **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 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 the Rector or Julia Ruxton at the address at the top of this notice if you wish to make a request and fill in the form you will be given.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at St Mary Newington, c/o of the Rectory, 57a Kennington Park Road, London SE11 4JQ

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>