



# Holy Trinity Church – Seaton Carew

## Privacy Policy / Safeguarding Policy

### DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity Church Seaton Carew

#### 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 the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### 2. Who are we?

The PCC of Holy Trinity Church Seaton Carew is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The PCC of Holy Trinity Church Seaton Carew 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 administer membership records;
- To fundraise and promote the interests of the church;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Holy Trinity Church Seaton Carew

#### 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 social protection law.
- There is no disclosure to a third party without consent.

5. Sharing your personal data<sup>[1]</sup> Your personal data will be treated as strictly confidential.

6. How long do we keep your personal data?<sup>[1]</sup> 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; 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.

#### 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 Holy Trinity Church Seaton Carew holds about you;
- The right to request that PCC of Holy Trinity Church Seaton Carew 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 PCC of St John the Baptist Greatham to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 Jackie Hamilton (01429 296443)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

PCC of Holy Trinity Church Seaton Carew

### **SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

In accordance with the Church of England Safeguarding Policy our church is committed to:

- \* Promoting a safer environment and culture.
- \* Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- \* Responding promptly to every safeguarding concern or allegation.
- \* Caring pastorally for victims/survivors of abuse and other affected persons.
- \* Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.

\* Responding to those that may pose a present risk to others.

***The Parish will:*** Create a safe and caring place for all.

\* Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.

\* Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.

\* Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.

\* Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.

\* Listen to and take seriously all those who disclose abuse. • Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately. \*Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.

\* Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.

\* Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

\* Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

\* Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Jackie Hamilton as the Parish Safeguarding Officer

Churchwardens: Jackie Hamilton and Alan Brown.