



Saint Ouen's

Parish Church with St. George

PRIVACY NOTICE

Who are we?

The Parish Church of St Ouën with St George (collectively “we” or “us”) is based in the Parish of St Ouën in the Deanery of Jersey, and the Diocese of Winchester, currently falling under the Episcopal care of the Bishop in Canterbury. The Rector is Revd Ian Pallent, who has been identified as the Data Controller.

As a Church we have always taken personal information entrusted to us very seriously and we are committed to ensuring that we continue to protect the personal data that you provide to us. As Paul the Apostle writes, “Moreover, it is required of stewards that they be found trustworthy” (1 Corinthians 4 v.2). This Privacy Notice sets out how we collect, process and protect any personal data or information that you provide to us. As a Church, we are committed to complying with the Data Protection (Jersey) Law 2018 (“the Law”), and the General Data Protection Regulation (“GDPR”), where applicable.

The Parish Church of St Ouën with St George may change this Notice from time to time to reflect updates to the Law, the way we process information or further guidance produced by the Office of the Information Commissioner in Jersey. The Notice will be updated on the website by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This Notice is effective from 25 May 2018.

What is personal data?

“Personal data” means information about a living individual (the “data subject”) who can be identified from that data (either by itself or when combined with other information). You, as a member of one of the Church’s congregations or an individual wishing to be married or arranging a baptism or funeral at the Parish Church of St Ouën with St George are the data subject.

What personal data do we collect and how?

We collect and process various categories of personal data at the start of and for the duration of your relationship with us. We will limit the collection and processing of data to information necessary to achieve one or more lawful bases of processing as identified in this Notice. Personal data may include:

- a. Your Name, Address and Photograph;
- b. Your Date of Birth;
- c. Your Contact Details (e.g. Telephone Number(s), Email Address);
- d. Your Family Details (e.g. Children’s Name, Date of Birth); and
- e. Your Personal Bank Account details and Tax References information.

We may also process certain special categories of information for specific and limited purposes, such as information for Prayer Chains. In this instance, we will only process special categories of information where we've obtained your explicit consent or are otherwise lawfully permitted to do so (and then only for the particular purposes and activities for which the information is provided). This may include information relating to your health and medical conditions, criminal offences (specifically included under the Law), race, ethnic origin, sex life or sexual orientation.

Your rights as a data subject

We want to make sure you are aware of your rights in relation to the personal data we process about you. We have described those rights and the circumstances in which they apply below.

If you wish to exercise any of these rights, or if you have any queries about how we use your personal data which are not answered here, please contact us by email at office@stouenschurchjersey.com. As a data subject you have certain rights. These include:

- a. The right of access to information we hold on you (commonly known as a subject access request);
- b. The right to be informed (as set out in this privacy notice);
- c. The right to amend your details;
- d. The right to be forgotten (or erase your details);
- e. The right to restrict what we do with your data;
- f. The right to transfer data and also to object.

Should you have any questions on this Privacy Notice or wish to exercise any of your rights please contact office@stouenschurchjersey.com. You are also entitled to withdraw your consent at any point. Please contact office@stouenschurchjersey.com should you wish to withdraw consent.

Security of your data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place physical and electronic procedures to safeguard and secure the information we collect.

How long do we keep your personal data?

The Parish Church of St Ouën with St George will only keep your data for the purposes of communications with you as a congregational member for as long as you remain a member of the Church. The personal data contained in the Registers of Births, Deaths and Marriages will be retained in accordance with legislative guidelines.

What we do with the information we gather?

The personal data we collect and process is used for the following purposes:

- a. To enable us to meet all legal and statutory obligations (which include maintaining and publishing the Electoral Roll);
- b. To undertake comprehensive safeguarding procedures (including due diligence and compliant handling) in accordance with best safeguarding practice, with the aim of ensuring all children and adults at risk are provided with safe environments;
- c. To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved and circulating the Prayer Chain), and to organise and perform Ecclesiastical Services for you, such as baptisms, weddings and funerals;

- d. To deliver the Church's mission to our community, and to undertake any other voluntary or charitable activities for the benefit of the public;
- e. To administer records of: Clergy; Readers; Employed Staff and other Parish Office Holders, as agreed by the Rector, as well as relevant Diocesan and Deanery Officers;
- f. To fundraise and promote the interests of the Church;
- g. To manage our employees and volunteers;
- h. To maintain our own Accounts and records (including the processing of covenanted and one-off gifts); and
- i. To inform you of news, events, activities and services running either within the Church or further afield through mailings (by email and/or hard copy);
- j. To enable us to provide a voluntary service for the benefit of the public within our Church.

Our lawful basis for processing your data

Most of your data is processed because it is necessary for our legitimate interests. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Processing may be necessary for us to perform a task in the public interest or for the Church's official functions, and the task or function has a clear basis in law (such as the publishing and maintaining the Electoral Roll and Birth/Death/Marriage Registers). Personal data obtained for this purpose is therefore collected under the lawful basis of legal obligation.

By signing the attached document you have given us your explicit consent, so that we can keep you informed about news, events, activities and services, or process your covenanted or one-off gifts.

There will be no disclosure to a third party without your consent, except as set out set out below.

Your personal data will be treated as strictly confidential and will only be shared within the Deanery of Jersey or the Diocese of Canterbury, in order to carry out a service to other church members or for purposes connected with the Deanery or Diocese.

We keep data in accordance with national guidance set out in the guide, "Keep Or Bin: The Care of Your Parish Records", found on the Diocese of Canterbury website.

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

To exercise all relevant rights, or to raise queries or complaints please in the first instance contact Revd Ian Pallent in his capacity as Data Protection contact at: office@stouenschurchjersey.com.

You can also contact the Jersey Office of the Information Commissioner at:

Brunel House, Old Street, St Helier, Jersey, JE2 3RG

Telephone: +44 (0)1534 716530

or by email : enquiries@oicjersey.org