

This statement (28th April 2018) states our draft revision of our privacy policy, and will be updated in line with new guidance as it becomes available.

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. From 25th May 2018 the processing of personal data is governed by the General Data Protection Regulation ("GDPR"), and the parish is registered by the Diocese with the UK regulator.

Who are we? Shrewsbury Diocese and St Paul's Parish are data controllers (contact details below). In practice this means the Diocese of Shrewsbury and St Paul's parish work jointly to decide how your personal data is processed and for what purposes.

How do we process your personal data? St Paul's parish complies with advice from the Diocese of Shrewsbury to discharge the Diocesan obligations under 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:

- For members of the clergy to provide pastoral care to parishioners
- To inform parishioners of changes to Mass times, celebrations or events, usually listed on notice boards, the weekly newsletter and on the parish website
- To administer parish records, where these are needed under UK regulation, Canon Law regulation or for the purposes of the administration and organisation
- To maintain our accounts and records including Gift Aid applications
- To assist the Parish Team in planning for the future needs of the parish
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

Processing is carried out by the Diocese of Shrewsbury and St Paul's parish for religious aims and personal data which reveals religious belief is classed as sensitive personal data under GDPR, therefore we will collect and store your consent to use your data to contact you by post, email and telephone. You are not obliged to give this consent, but we would like to be able to keep you informed.

Sharing your personal data: Your personal data will be treated as strictly confidential, and will not be shared with third parties outside of the parish unless you consent or ask us to do so.

How long do we keep your personal data? We will keep your personal data for no longer than reasonably necessary, for example until you leave our parish.

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

- The right to request a copy of your personal data which the Diocese of Shrewsbury and St Paul's holds about you
- The right to request that Diocese of Shrewsbury and St Paul's 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 the Diocese of Shrewsbury and St Paul's to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controllers in the Diocese of Shrewsbury and St Paul's parish provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- 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, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details: To exercise all relevant rights, queries of complaints please in the first instance contact the

- The Parish Team Administrator at the Presbytery, 33 Bulkeley Road, Poynton, Cheshire SK12 1NR, Tel: 01625 872606, email: stpaulspoynton@gmail.com
- The Diocesan data protection team, either the Data Controller (Mrs Carol Lawrence), or for the advisor on Data Protection matters (Mrs Sarah Williams) at the Diocese Curial Offices, 2 Park Road South, Prenton, Wirral, CH43 4UX Tel: 0151 652 9855.

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.

WEBSITE PRIVACY STATEMENT

St Paul's Catholic Church is committed to ensuring the privacy of all visitors to our website is protected. We do NOT share your information with others, unless you ask us to do so. All information gathered will be obtained only through your knowledge and consent.

Please refer to the following information in order to understand what information is being collected and how it will be used. Please note that throughout this statement, "we", "us" and "our" refer to the parish of St Paul's Catholic Church. The use of "you" and "your" refers to the website visitor.

What Information Do We Collect? When you visit our website the Internet Service Provider makes a record of your visit and collects information about your use of the parish website; this is common practice for an Internet Service Provider. This information is gathered solely for statistical purposes

and helps us to make ongoing improvements to the website; no individual visitor can be identified from this data.

In some cases, individuals have given us permission to publish their contact details on the website. In such cases, contacts details such as an email address or telephone number will be published, these details will be used for the purpose for which they were provided and will not be added to a mailing list or used for any other purpose without consent.

If you supply your name, email address or any other personal information via a form on this website or contact us directly by email, telephone or letter, we agree that it will be fairly and lawfully processed; it will not be used for other purposes, made available to others or published, unless you ask us to do so. Any personal information provided by the contact form is not retained within the website.

Website Information When you use this website, the pages you view and cookies - small files which can be placed on your computer by web servers when you visit certain sites – are downloaded onto your computer. If you are concerned about privacy, you may set up your browser to block/refuse cookies, or you can delete them from your hard drive once you leave the website. We may use cookies to analyse the usage of the website. Cookies do not contain personal details.

Third party websites This website contains links to various websites and other third parties. Please note we cannot control the content or links that appear on external websites. Consequently, we are not responsible for the practices employed by websites linked to or from this website. External websites and information about other third parties, including their content and links, may be constantly changing. These websites and services may have their own privacy policies. Browsing and interacting with any external website, including those which have a link to our website, is subject to that website's own terms and policies.

Acceptance Your use of this website – www.stpaulspoynton.org.uk – consents your agreement with this privacy statement. If you do not agree to this policy, please do not use this website. We reserve the right to change this privacy policy at any time by posting changes on this page. Your continued use of this website – www.stpaulspoynton.org.uk – will signify your acceptance of those changes.