

Privacy Notice

This Privacy Notice explains how Christ Church, Stock (CCS) collects, uses, stores, and protects your personal data, and outlines your rights. This notice applies to anyone who has provided personal information to CCS.

1. What information we collect and why

We may collect personal information when you contact us, complete forms on our website, engage with us on social media, complete paper forms, or contact us by phone or email. This information is recorded so we can respond to your enquiry and manage our activities.

The personal information we collect may include your name, postal address, telephone number, and email address.

Additional information may be held where relevant, including:

- **Staff and volunteers:** application forms, references, bank details for payment, and documents required for DBS clearance
- **Financial giving:** standing order details or bank details for electronic payments
- **Children and young people:** minimum necessary information such as age, next of kin, medical information, and emergency contact details

We use this information to:

- Respond to enquiries
- Manage church activities, rotas, directories¹, registrations, and membership requests
- Produce financial reports and manage donations

You do not need to provide any personal information to browse our website.

2. How long we keep your information

We keep personal data only for as long as necessary for the purpose for which it was collected. Once it is no longer required, it is securely deleted.

3. Keeping your information up to date

From time to time, we may ask you to confirm that the information we hold about you is accurate and to renew your consent for us to continue holding it.

4. Using your information for communications

Your information may be used to send newsletters, emails, and other church communications, or to provide financial reports.

If you tell one of our church leaders that you do not wish to receive these communications, your contact details will be retained but not used for this purpose.

5. Sharing your information

We do not sell or share your personal information with other organisations for their own purposes.

We may share your information only where:

- We are legally required to do so (for example, by law enforcement, court order, or safeguarding obligations relating to children or vulnerable adults), or
- We work with a carefully selected third party carrying out work on our behalf, under a contract requiring them to comply with the Data Protection Act and treat your data securely and confidentially. Such sharing is infrequent and limited to the specific purpose required.

6. Storing and protecting your information

We take the security of personal data seriously.

- Access is restricted to authorised personnel only
- Paper records are stored in locked cupboards
- Electronic records are stored on password-protected computers

- Emails containing personal data are password protected and accessible only to authorised personnel and the intended recipient

All authorised persons are required to comply with our Data Protection Policy (available on request from the Church Office).

7. Your rights

Under the UK GDPR and Data Protection Act, you have the right to:

- Access the personal data we hold about you
- Have inaccurate data corrected
- Request deletion of your data (subject to certain conditions)
- Object to the processing of your data
- Restrict processing for direct marketing purposes

To exercise any of these rights, please contact the Church Office.

You also have the right to complain to the Information Commissioner's Office (ICO). Further information is available at www.ico.org.uk.

¹ See *CCS Directory Privacy Policy* – available on the CCS website or on request from the Church Secretary