



Privacy Notice

How we at St Mary the Great with St Michael (“GSM” or “we”) use your information

Your privacy is important to us, and we are committed to safeguarding the privacy of your personal data. We use the database system ChurchSuite to help us in this, and we have enabled MyChurchSuite so that you can manage your personal data and set your own privacy settings. ChurchSuite have their own [privacy notice](#).

We collect and process all personal data in accordance with the Data Protection Act 2018 and the UK’s General Data Protection Regulation (together, “GDPR”), and the terms we use in this Privacy Notice are the terms used in GDPR.

Data controller

The Parochial Church Council of St Mary the Great with St Michael (“PCC”) is the data controller under GDPR, and responsible for your personal data.

What is the legal basis for collecting and processing your personal data?

We collect and process personal data to fulfil our charitable purposes as a church, to provide appropriate pastoral care, to monitor and assess the quality of our services, and to comply with the law regarding data sharing. Under GDPR, these are all “legitimate Interests” for collecting and processing personal data. When it is required, we also ask you for your consent to process personal data.

We share your personal data with others only as explained in this notice. When we share your personal data with others it is in accordance with the legitimate interests of a third party, such as another organisation in the Church of England. An example of this would be our safeguarding work to protect children and vulnerable adults.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the Electoral Roll and required under Canon Law to announce forthcoming weddings by the publication of banns. To summarise, we process your personal data where that is:

- necessary for our legitimate interests;
- necessary to comply with a legal obligation;
- in accordance with your consent; or
- necessary to perform or to enter into a contract, such as an employment contract or a contract for the hire of premises.

As a church, our legitimate interests are in conducting and managing our charitable activities to enable us to give you a high quality and secure experience of our church community, worship, services, and events. We consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you unless we have your consent or are otherwise required or permitted to do so by law.

What personal data do we collect and process?

The personal data we collect and use and, when necessary, share includes personal information, such as names and former names, and contact details such as landline telephone number, mobile number, address, and email address.

Where they are relevant to our mission, or where you provide them to us, we may collect and use demographic information such as age, date of birth, gender, marital status, nationality, language(s) spoken, education/work histories, academic/professional qualifications, hobbies, family composition and dependents.

Where you make donations or pay for activities such as use of our buildings, we may collect and use financial information and identifiers such as bank account numbers and payment card numbers.

The data we process is likely to include sensitive personal information (special category personal data under GDPR) because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive data such as racial or ethnic origin, sexuality, mental and physical health, details of injuries, medication/treatment received, special diets and allergies, political beliefs, trade union affiliation, and criminal records, fines and similar judicial records.

How do we process your personal data?

We will comply with legal obligations to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to protect personal data from loss, misuse, unauthorised access and disclosure; and ensure appropriate technical measures are in place to protect personal data.

We may use your personal data for the following purposes:

- to minister to you and provide you with pastoral and spiritual care, such as visiting you when you are seriously ill or bereaved;
- to organise and perform services for you such as baptisms, confirmations, weddings and funerals;
- to communicate with you about rotas and/or groups that you might join or be interested in, including home bible study groups;
- to carry out comprehensive safeguarding procedures in accordance with best safeguarding practice and legal requirements, with the aim of ensuring all children and vulnerable adults are provided with safe environments;

- to register your child in our creche or Children's Church, or enable you to book yourself or your child onto one of our activities, events or courses;
- to enable you to sign up you or your child with the Choir;
- to facilitate a ministry you're involved in, or prayer for such a ministry;
- to discuss volunteer opportunities with you;
- to carry out voluntary or charitable activities for the benefit of the public in accordance with our mission;
- to fundraise, promote and respond to your enquiries about the mission, activities and interests of GSM and its charitable purposes;
- to provide you with information and tell you about events, campaigns, appeals and other fundraising activities that we think might be of interest to you, whilst providing you with choices around marketing and advertising and offering options to opt out of receiving such communications;
- to notify you of changes to services, activities, events or our website;
- to enable you to register on our website to access information;
- to transmit and record livestream services, events and meetings;
- to seek your views or comments or handle any complaints you may have;
- to manage, maintain and publish our electoral roll (where you choose to join) in accordance with the Church Representation Rules;
- to keep, collate and transmit records for parish, deanery, archdeaconry and diocesan purposes;
- in connection with any job with us for which you have applied;
- to monitor and assess the quality of our services;
- to detect and prevent fraud and crime;
- to comply with a professional or legal obligation;
- to prepare or perform a contract with you;
- to carry out other everyday charity and church purposes, such as internal recordkeeping, payment processing and financial account management, claiming gift aid on donations, contract management, website administration and analytics, corporate governance, and reporting and legal compliance;

We will normally use your information only for the purpose for which it was collected or for other compatible purposes, and not for an unrelated purpose, except where this is in accordance with GDPR and then we would normally notify you in advance. We will only use your information in line with this Privacy Notice, which might be revised from time to time but is always available on our website.

Our website and online services include links to third-party websites, plug-ins and applications. Clicking on links or permitting those connections may allow third parties to collect or share personal data about you. We do not control these third parties and are not responsible for their privacy statements.

How we obtain information about you

There are various situations where you provide your personal data to us, including if and when you:

- fill in a form on our website or in hard copy;
- leave a comment on our social media pages;

- attend one of our services, events, or meetings;
- complete a welcome card;
- apply for a Disclosure & Barring Service (“DBS”) check;
- place your child in our crèche or Children’s Church or sign up your child for an activity or event;
- join a study group, a ministry team, or a rota;
- attend a group run by us;
- phone or email or meet us in person;
- make a donation or a payment;
- request our involvement with a baptism, confirmation, wedding or funeral;
- apply to hold an event in one of our buildings;
- apply for a role with us or are employed by us;
- join the PCC;
- apply to join the electoral roll;
- sit in seats in our building which are visible on our livestreamed services or events;
- update your details or upload a photo via ChurchSuite.

There are various situations in which we collect personal data about you, including when you attend an event or service, and when you engage with us online or by email, such as when you visit or download information or articles from our website, open or forward an email from us or engage with us on social media, when information may be collected via cookies and similar technologies.

We may also collect information about you from reputable third parties that operate in accordance with GDPR, including the external services that we use such as ChurchSuite, Mailchimp, CambIT and Microsoft, as well as people who provide services, such as the Diocese of Ely and funeral directors, where this is permitted by law.

If you give us information on behalf of someone else, we are entitled to assume that the other person has agreed for you to act on their behalf in this regard. If you are unsure about this, please do not provide their personal information. An adult may supply information and give consent on behalf of a child for whom they have responsibility. We will continue to hold data for those who turn 18 but will endeavour to inform them and seek their continued consent for this where needed.

We only retain your data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Where you have provided contact details, we will contact you annually to check the accuracy of the information and communication preferences we hold for you.

Security of your personal data

We limit access to and use of your personal data to the clergy, PCC, staff and volunteers who need it, and we have put in place appropriate security measures to prevent your personal data being lost, used, accessed, altered or disclosed in an unauthorised way. Where we use external service providers such as ChurchSuite they are bound by law or contract to protect your personal data and to keep it confidential.

While we use all reasonable efforts to secure your personal data you acknowledge that the use of the internet is not entirely secure and understand that we cannot guarantee the security or integrity of any personal data that is transferred from you or to you via the internet.

Who do we share your information with?

Usually, only our clergy, PCC, staff and volunteers will see your data, although you can choose, if you wish, to make your contact details available to others via ChurchSuite.

Generally, we will not share your personal data with others outside GSM, save that some of your personal data may be shared with:

- the deanery, archdeaconry and diocese and central institutions of the Church of England in accordance with our obligations under law and in relation to safeguarding;
- clergy, PCC, staff and volunteers where relevant to their roles;
- people participating in our events or receiving our emails when you ask us to announce a significant piece of news such as a birth, wedding, birthday or funeral or another significant piece of news;
- external service providers such as ChurchSuite, Mailchimp and Microsoft who store or process information on our behalf;
- third party companies or individuals for the purpose of facilitating events on our behalf (for example, outings);
- other clergy or lay persons licensed by the diocese to support the mission of the church, for example the Rural Dean in the course of them providing confidential mentoring and pastoral support;
- on occasion, other churches with which we are carrying out joint events or activities;
- professional advisers including lawyers, bankers, auditors, pension advisers and insurers;
- law enforcement, regulatory or other government or statutory bodies such as HMRC and the Charity Commissioners.

We do not sell, rent, distribute or otherwise make personal data commercially available to any third party except as described in this notice or with your prior permission.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so and may keep other records for an extended period of time. Generally, we will keep personal data only for so long as we need it, which means that we may delete it when it is no longer needed.

Confidentiality

We are deeply committed to providing pastoral care that preserves your dignity and privacy, and will never share gratuitously what you tell us, and will do all we can to keep such things private. However, no pastoral conversation can be promised absolute confidentiality, as concerns for your safety or the safety of others, especially children and vulnerable adults may mean it needs to be shared, in a limited and appropriate way, with others.

Requesting access to your personal data

Under GDPR you have the right to request access to information about you that we hold, which you can do by contacting us on office@gsm.cam.ac.uk. To process your request this right or any of the rights below, we may need to verify your identity for your security.

You also have the right to:

- object to the processing of personal data, where our legitimate interests do not align with yours, although we may continue to hold your data to comply with your other rights or to bring or defend legal claims;
- correct and update personal data which is inaccurate: if the personal data we have is out of data, incomplete or incorrect, you can inform us, and your data will be updated;
- in certain circumstances, have personal data blocked, erased or destroyed;
- data portability, where you request that we transfer some of your data to another data controller;
- withdraw your consent to the processing of personal data that we hold by virtue of you having previously given your consent rather than by virtue of our legitimate interests in doing so;
- lodge a complaint with the Information Commissioner's Office.

You have the right to opt out from receiving marketing materials, including fundraising materials, from us. You can do this by updating your correspondence settings within your profile on ChurchSuite, or by contacting us on office@gsm.cam.ac.uk.

Changes to this Privacy Notice

This Privacy Notice is subject to changes from time to time. Changes may be made when our practices change or when GDPR is updated. We will endeavour to notify you when it is updated, but you should check this notice regularly to ensure that you are aware of any changes.

Cookies

We use cookies on our websites and online services. A cookie is a small piece of data which is stored on your computer. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use cookies to help us administer our website, to improve its usability and for marketing purposes. We also use cookies to identify which webpages are being used, to help us analyse data about webpage traffic and improve our website to tailor it to user needs. We only use this information for statistical analysis and then remove it from our system. Cookies thus help us provide you with a better website, by enabling us to monitor which pages are useful to you and which are not. You can choose to accept or decline cookies, although modifying your browser setting to decline cookies may prevent you from taking full advantage of the website. We also use third-party cookies to analyse the use of our website and to improve its performance. For this purpose we use Google Analytics, which generates statistical and other information about website use by means of cookies stored on users' computers. The information generated relating to our websites is used to create reports about the use of the website. Google Analytics provides [information](#) about how such information is used. Some browsers allow you to reject just third-party cookies.

Contact details

Please contact us if you have any questions about this Privacy Notice, or about the information we hold about you, or to exercise all relevant rights, or with any relevant queries or complaints, at:

The Data Controller, the PCC of St Mary the Great with St Michael, Senate House Hill, Cambridge, CB2 3PQ, or by email to office@gsm.cam.ac.uk, or by telephone and leave a message on 01223 747273.

You can contact the Information Commissioners Office on 0303 123 1113, or on their website www.ico.org.uk you can start a live chat with them.

This Privacy Notice was reviewed: March 2024