

St Alban's Parish Macclesfield Privacy Notice

This statement 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. The processing of personal data is governed by the General Data Protection Regulation ("GDPR").

Who are we?

St Alban's Parish is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

St Alban's complies with its 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
- To administer parish records
- To maintain our own accounts and records including Gift Aid applications
- To assist the Parish Council 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 St Alban's 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 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 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 St Alban's holds about you
- The right to request that St Alban'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 St Alban to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller 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 Parish Administrator at Presbytery, St Alban's Parish Church, Chester Road, Macclesfield SK11 8DJ.

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. Statement issue date: 7 April 2018

Welcome to St Alban's Macclesfield Parish Registration Form



*We are a loving Catholic community in Macclesfield,
assisted by prayer and the sacraments,
living God's Word, proclaiming it to others,
and serving those in need.*

A Roman Catholic Parish established 1811
in the Diocese of Shrewsbury

www.stalbanmacc.org.uk

ST. ALBAN'S PARISH REGISTER AND CONSENT FORM



Your Data and Consent

By completing this form, you are confirming that you have read this Data Protection Privacy Notice printed on the back of this form (copies can be found at the back of church) and that you are consenting to St Alban's Parish holding and processing your personal data for the purposes of administering the Parish and your involvement in it. Where you do not grant consent, we will not be able to use your personal data to contact you, except in certain limited situations, such as where required to do so by law or to

protect members of the public from serious harm. If you do grant consent, please note you can withdraw your consent at any time by contacting the Parish office, details in the bulletin. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

Thank you for your co-operation.

Please provide details for the primary household contact

Title	Christian Name
Surname	
Address	
Postcode	

Date of Birth	DD	MM	YYYY	Tick box if you are a Catholic			
Date of Baptism	DD	MM	YYYY	Date of Confirmation	DD	MM	YYYY
Home Telephone							
Mobile Telephone							
Email address							

PLEASE PRINT CLEARLY THE NAMES OF ALL THOSE IN YOUR HOUSEHOLD - use additional forms if required

Office use only	Title	Surname/Family Name & Christian name(s)	Email & telephone	Date of Birth	Tick if Catholic	Date Baptised	Date Confirmed
		Surname	Email				
		Christian name	Telephone				
		Surname	Email				
		Christian name	Telephone				
		Surname	Email				
		Christian name	Telephone				
		Surname	Email				
		Christian name	Telephone				