



# PRIVACY POLICY

## 1. Introduction

The Parish of Wimbledon, comprising the churches of St Mary's, St Mark's, St John's and St Matthew's Wimbledon, is committed to protecting your privacy and we have prepared this Privacy Policy and the Privacy Notices referred to below (and attached to this Policy) to describe to you our practices regarding the Personal Data we collect from, and relating to, our parishioners and other people we deal with (including visitors to our websites and other users of parish services). This Privacy Policy and our Privacy Notices may be amended or updated from time to time to reflect changes in our practices with respect to the processing of personal data, or changes in applicable law. We encourage you to read this Policy and the Notices carefully.

## 2. Privacy Notices

There are two forms of Privacy Notice. This is because the lawful basis for our processing personal data differs according to whether or not you are a "role holder" in the Parish. Role holders include those people who perform some specific task in the activities of the churches in the Parish, such as clergy, churchwardens, PCC members, Church Committee members, youth workers, family workers, directors or assistant directors of music, other staff, choirmasters, pastoral visitors, Sunday School and creche teachers and assistants, pastoral visitors, choir members, flower arrangers, Tuesday lunch hosts etc, whether they are paid or whether they are volunteers. One of the main differences between role holders and others is that, for safeguarding and other legal purposes, we may be obliged, in certain circumstances, to process data relating to them if this is still necessary, reasonable and proportionate, even when they have ceased to be role holders or if they have asked for their personal data to be deleted, and therefore the legal basis for processing information in relation to them is not the same as for other persons.

## 3. Processing your Personal Data

The Parish collects and processes personal data for the purposes described in the relevant Privacy Notice. The lawful basis for doing so is also described in the relevant Privacy Notice.

## 4. Disclosure of your Personal Data to Third Parties

We will not disclose your personal data to third parties, except as otherwise stated in the relevant Privacy Notice.

## 5. Data Security

We will endeavour to protect the security of your personal data. However, you will appreciate that, whilst we will take a number of steps to ensure that your personal data is not intercepted, accessed, used or disclosed by unauthorised persons, we cannot eliminate all security risks associated with personal data.

## 6. Data Retention

The relevant Privacy Notice describes how long we may retain personal data. Please note that for certain legal purposes, we may need to keep this data for any period necessary to establish, exercise or defend any legal rights.

**7. Access to your Personal Data**

You have a right to access your personal data and certain other rights regarding the processing of your personal data, as described in the relevant Privacy Notice. Please note that we may require you to provide us with identification so that we can be certain that you are entitled to receive the requested data.

**8. Contact Details**

If you have any comments, questions or concerns about any of the information in this Privacy Policy, or any other issues relating to the processing of personal data by the Parish of Wimbledon, please contact:

Data Management, the Parish of Wimbledon Email: [dataprivacy@parishofwimbledon.org.uk](mailto:dataprivacy@parishofwimbledon.org.uk)

**9. Changes to this Privacy Policy**

We may amend this Privacy Policy and our Privacy Notices from time to time. If we make material changes in the way we collect, use, and / or share your personal data, we may notify you by sending you an email to the last email address you provided to us and/or by writing to your last known postal address and / or by prominently posting notice of the changes on our websites. Any material changes to this Privacy Policy and / or Privacy Notices will be effective seven (7) calendar days following our posting of notice of the changes on our website [www.parishofwimbledon.org.uk/privacy.html](http://www.parishofwimbledon.org.uk/privacy.html).

This Privacy Policy was last revised on 28 September 2018