

Diocese of Swansea and Brecon

Swansea Ministry Area

Parish of Swansea St Gabriel, Brynmill. Parochial Church Council

Data Protection Policy

[As approved by the P.C.C., 9 July 2018]

As required by the constitution of the Church in Wales and in connection with the administration of the parish, officers of the Parochial Church Council (P.C.C.) hold certain personal data relating to parishioners, congregants and others. In order to comply with the General Data Protection Regulation of 2018 we are required to inform everyone for whom we hold such data of the nature of this information and of the purposes for which it is used. This policy therefore describes the personal data held by the various officers of the P.C.C. and the purposes for which it is held.

No officer of the P.C.C. divulges the personal details of a congregant, or of any other party whose data is held, to a third party without the express consent of the individual concerned. They may, however, share these details for pastoral or administrative purposes, as legitimate occasion arises, with the parish priest or with other officers of the P.C.C.

Any congregant may at any time make a request to see in full the data held by any officer of the P.C.C. relating to themselves and to receive it in a convenient format. They are entitled to have any errors corrected without delay. They are also entitled to request that all or any part of the information relating to themselves be deleted from all of the records held by officers of the P.C.C. or from the records held by any specific officer.

Should a congregant not be satisfied with the response received from an officer of the P.C.C., they have the right at any time to complain to the Information Commissioner's Office (ICO) which regulates data protection. The IOC's website is www.ico.org.uk/

This policy document relates only to personal data held by the churchwardens and officers of the P.C.C. Separate policies govern data held by the parish clergy and by the organisers of societies, groups and similar organisations within the parish.

1. Electoral Roll

The Electoral Roll is a list of all those residents in the parish or regular congregants who wish to exercise their right to vote at the Annual Vestry Meeting (A.V.M.). It contains the titles, full names, addresses and telephone numbers of all duly qualified persons who have completed an application form expressing their wish to be included on the register. A new roll is compiled by the P.C.C. Secretary every five years and updated as necessary each year during the course of the roll's currency.

As required by the constitution of the Church in Wales, the current roll is on public display for fifteen days prior to the A.V.M.

The roll is also used by the parish clergy, the churchwardens and officers of the P.C.C. for the purpose of maintaining pastoral and administrative contact with the congregants and between the congregants.

The application forms on which an individual supplies their personal data as described above are stored in the churchwardens' safe in the vestry during the currency of a roll and then destroyed when that roll has been replaced by a new compilation.

Any parishioner or congregant may at any time request that their personal data be removed from the electoral roll and that the application form which they completed be destroyed. However, they should be aware that this might lead to their right to vote at an A.V.M. being questioned.

2. Annual Vestry Meeting

A record of the names of those attending the A.V.M. is kept as an historic record. Those attending the meeting are encouraged to sign the record but are not obliged to do so.

The titles, names, addresses, telephone numbers and email addresses of those who are elected at an A.V.M. as churchwardens, representatives to the diocesan or deanery conference, or as officers of the P.C.C. are passed to the appropriate diocesan officers, subject in every case to the consent, with signature, of those concerned.

The Data Controller for data held on the electoral roll and in connection with the A.V.M. is the P.C.C. Secretary. All requests and concerns relating to issues described above should be directed to him/her.

3. Parochial Church Council

Members of the P.C.C. are required to sign a declaration each year to confirm their eligibility to serve; this includes their name and address. They are also requested to sign an attendance record at each meeting they attend. Both declaration and attendance record are retained as an historic record and for reference in case there should be any question as to a member's participation in any particular meeting.

4. Stewardship

The Stewardship Officer holds the names, addresses, telephone numbers and email addresses of those congregants who choose to participate in the stewardship (envelope) scheme. A record is held of contributions made by participants in the scheme. The data is held solely for the purpose of administering the scheme.

A member of the scheme may withdraw from it at any time, but his/her personal information will be retained for 6 years to comply with legal and regulatory obligations.

The personal details of a congregant who is eligible to claim Gift Aid on his/her donation(s) made via the weekly envelope scheme, banker's standing order or special collections/donations will be shared with HMRC to enable them to process the Gift Aid. The details that will be shared in this way comprise the name, title, first line of address and postcode of the member and the amount of the gift(s) for a particular financial year.

The personal and banking details of a congregant who has chosen to donate through the Gift Direct scheme of the Church in Wales will be shared with the appropriate officials of the Representative Body of the Church in Wales to enable them to administer the scheme and to transfer the appropriate funds to the parish from time to time.

The Stewardship Officer holds a compatible privacy statement which is brought to the attention of any congregant who participates in the stewardship scheme, Gift Aid or the Gift Direct scheme.

The Data Controller for data held in connection with the stewardship scheme, Gift Aid and Gift Direct is the P.C.C. Stewardship Officer. All requests and concerns relating to issues described above should be directed to him/her.

5. Treasurer

No personal data is held by the Treasurer.

6. Safeguarding

No personal data is held by any Safeguarding official within the parish.

In the event of a situation arising within the parish the Safeguarding Officer passes the relevant details Church in Wales safeguarding officer. Once referred to this authority no information relating to the issue is retained.

7. Health & Safety

The Health & Safety Officer holds the names, addresses and contact details of registered first-aiders. S/he also holds an Incident Register in which details are recorded of any relevant incidents brought to his/her attention. These include the names, addresses and contact details of the person involved in the incident, the person reporting the incident (if different) and details of any action taken as a result of the report.

8. Fund raising and social activities

The chair of the Fund Raising committee or any other organiser of a fund-raising or social event holds the names and contact details of participants in any event until it has taken place. These details are then destroyed. Prior to an event taking place these details may, as occasion arises, be shared with other individuals involved in the organisation of the event.

9. Publicity material

Names, addresses and telephone numbers of the parish clergy, churchwardens and P.C.C. officers are shown in the parish magazine, on the parish web site and on occasional publicity cards and leaflets distributed within the parish. This is done only with the express permission of the individuals concerned who may at any time request that their names and details be removed promptly from any or all of these organs.

From time to time photographs or video clips may be made of worship in the church or of other parish activities with a view to their being used in the magazine, on the web site or for other appropriate purposes related to the activities of the parish. Warning will be given to all individuals who may be included in these images before they are made so that they may, if they wish, take steps to avoid their inclusion. If, despite these precautions, images are subsequently publicised in which an individual may be clearly recognised, that individual has the right to require that his/her image be removed promptly or made unrecognisable.

The Data Controller for such publicity material is the editor of the magazine. All requests and concerns relating to issues described above should be directed to him/her.

10. Miscellaneous

If any officer of the P.C.C. has occasion to send an email message to multiple recipients, bcc (blind carbon copy) should be used in order to prevent any one individual's email address being disclosed to all other recipients of the message.

Rotas are prepared in connection with public worship and social activities showing individual names. It is deemed that by agreeing to be included in such rotas, the individuals concerned have given consent to their names being made public in this way.

Where sick persons are prayed for during public worship, only their Christian name is to be used unless the individual concerned has given permission for the use of their full name.

*A copy of this policy may also be seen on the parish web site at
<http://www.st-gabriels-swanseaco.uk/documents/>*

A large-print version of this policy is available on request from the P.C.C. Secretary.