



# **Privacy and Cookies Policy Notice**

**The Church of  
King Charles the Martyr  
Potters Bar**

Adopted by the PCC: 5<sup>th</sup> May 2020

Date of next review: May 2021

# Privacy and Cookies Policy Notice

This policy notice summarises how the Church of King Charles the Martyr, Potters Bar (KCM), as Data Controller, uses and protects any personal information that is collected or is provided to KCM by you as the Data Subject, for the purposes of undertaking parish duties supporting the mission and ministry of the Church of England in the parish.

The Parochial Church Council (PCC) of King Charles the Martyr Church (KCM), Potters Bar, is a charity that is committed to ensuring data subjects' privacy is protected. If a data subject is asked to provide information by which they can be identified, they can be assured it will only be used in accordance with this privacy notice.

The PCC of KCM may change this policy notice from time to time by updating this page. Data subjects should check this document to ensure that data subjects are happy with any changes.

## Personal information

### Sharing personal data

The PCC of KCM will not sell, distribute or lease data subject's personal information to third parties unless we are required to do so by law.

### Processing personal data and Security

The PCC of KCM complies with its obligations under the GDPR and the Data Protection Act 2018 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 physical and technical measures are in place to protect personal data.

KCM keeps data subjects' personal data secure within EU data centres. It is encrypted and securely held with access granted only to those that have an operational need to do so.

## What KCM collects

If a data subject holds a position within KCM, or is a hirer, we will collect some or all of the following information:

- Name
- Position/role
- Organisation
- Address/es
- Telephone number/s
- Email address/es

KCM uses your personal data for the following purposes: -

- To maintain contact with hall and room hirers
- To inform data subjects of news, events, activities and services running at KCM
- To enable us to provide a voluntary service for the benefit of the public in the parish
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To keep data subjects informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which they may be interested

### **Legal basis for processing personal data**

- Explicit consent of the data subject so that we can keep them informed about news, events, activities and services and process their gift aid donations and keep them informed about church and diocesan events
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is carried out by a not-for-profit body with a religious aim provided: -
  - the processing relates only to members or former members (or those who have been in regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent

### **Individual rights under the law**

Data subjects may, under the GDPR and Data Protection Act 2018, request details of personal information which KCM holds about them. If a data subject should require a copy of this information, they should contact the [PCC Secretary](#) or [church administrator](#).

If a data subject believes that any information that the KCM is holding is incorrect or incomplete, or wishes to change the use of their personal information, or withdraw their consent, they can request a change at any time by emailing the [PCC Secretary](#) or [church administrator](#).

If a data subject believes that KCM have not managed their information correctly, the data subject may make a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

### **CCTV security cameras**

KCM uses CCTV cameras to monitor and record movement of people and vehicles with the church boundary for security purposes. There is also a camera recording entrance and exit to the church and halls complex via the main entrance. The images captured are recorded onto a disk held in a secure box within the building. It is overwritten after 28 days. Only images pertaining to an event under investigation are retrieved and passed to the police for further investigation should that become necessary.

## **Cookies**

The KCM website does not use cookies, so no files are placed on visitors' computers.

## **Links to other websites**

The KCM website may contain links to enable visitors to easily visit other websites of interest. However, once these links have been accessed and the visitor has left the KCM website, it is important to note that KCM does not have any control over that other website. KCM therefore cannot be responsible for the protection and privacy of any information provided by a visitor whilst visiting such sites, and such sites are not governed by this privacy notice.

Visitors should exercise caution and look at the privacy notice applicable to the website in question.