

## **DATA PRIVACY NOTICE**

### **The Parochial Church Council (PCC) of Merton Priory Team Ministry**

#### **1. 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 UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and The Privacy and Electronic Communications Regulations (PECR).

#### **2. Who are we?**

The PCC of Merton Priory Team Ministry is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

The PCC of Merton Priory Team Ministry complies with its obligations under the "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: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at each church within Merton Priory Team Ministry.

#### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- 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 political, philosophical, religious or trade union aim provided: -
  - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - o there is no disclosure to a third party without consent.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and it will be shared only where it is necessary with those exercising ministry for purposes connected with the church. It will only be shared with third parties where it is necessary for the performance of our tasks or where you have given us prior consent.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. It is likely that the PCC of Merton Priory Team Ministry will need to share your data with some or all of the following (but only where necessary):

- the bishops of the Diocese of Southwark; and
- the Diocese of Southwark, for financial and administrative purposes;

- the incumbents & PCC of the churches;
- other clergy or lay persons nominated or licensed by the bishops of the Diocese of Southwark to support the mission of the Churches in our Parish;
- our agents, advisers, contractors and service providers;
- employment & recruitment agencies and future employers - to support reference requests;
- in accordance with our Diocesan Safeguarding Policy "A Safe Church" personal data relating to safeguarding may be shared confidentially between the Parish Safeguarding Officer and the Diocesan Safeguarding team.  
<http://southwark.anglican.org/safeguarding/diocesan-policies-and-procedures>

## 6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the 'Guide to the Church of England Records Retention Schedule', which is available from the Church of England website\*.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 10 years after the calendar year to which they relate; parish registers (baptisms, marriages, confirmations and admissions to communion) permanently; and membership of the Parish Database for 2 years after our final contact with you or for 10 years if you remain a member of the congregation.

## 7. Your rights and your personal data

To exercise your rights, please send your request to us in writing (using the contact details below). When exercising your rights listed below, in order to process your request we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights:

- the right to access information we hold on you;
- the right to correct and update the information we hold on you;
- the right to have your information erased. In the case that you request that we erase the data we hold, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example, because we need it for our legitimate interests or a regulatory purpose);
- the right to object to processing of your data;
- the right to data portability;
- the right to withdraw your consent to the processing at any time for any processing of data to which consent was sought;
- the right to object to the processing of personal data where applicable;
- the right to lodge a complaint with the Information Commissioner's Office.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

## 9. Contact Details

To exercise all relevant rights and submit queries or complaints, please contact the Parish Administrator at Holy Trinity Church, 234 The Broadway, London SW19 1SB. Tel: 020 8542 2313 / [admin@ht-sw.org.uk](mailto:admin@ht-sw.org.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

September 2025

**Merton Priory Team Ministry**  
Faithful to God ~ **Sharing** with those in need ~ **Caring** for one another  
Merton Priory PCC: Registered Charity Number 1134253

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\* Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: <https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management>