ALL SAINTS' CHURCH
BRANKSOME PARK

Data Protection Policy and Data Privacy Notice
All Saints' Church Branksome Park

Approved by the All Saints' PCC on 29.9.2026

DATA PROTECTION POLICY

From: THE PAROCHIAL CHURCH COUNCIL (PCC)
of All Saints' 28 Western Rd. Branksome Park. Poole. Dorset. BH13 7BP

Date: 29th September 2026

Our statement:
All Saints', Branksome Park, is committed to complying with the rules and regulations laid down by the following:

United Kingdom Data Protection Act (2018)
General Data Protection Regulations (GDPR)
Privacy and Electronic Communications Regulations (PECR)
Data Use and Access Act (2025)

Our legal duties:
The PCC acknowledges that under the aforementioned Data Protection Act (The Act) it [the PCC] holds the position of Data Controller [1] and, therefore, is responsible for the implementation of The Act, its proper management and compliance with its policies and procedures insofar as the activities of the church are concerned. [2]

We will ensure that the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

[1] A legal position. It can be a PCC or an incumbent - the body managing GDPR.
[2] The PCC is not Data Controller for other organisations albeit linked to the church in some way.

Lawful bases:
GDPR sets out six lawful bases for the keeping of personal data and at least one (possibly more) will always apply:

- Consent
- Contractual necessity
- Compliance with legal requirements
- Vital interest
- Public interest

Moreover, as and when changes occur, either through H.M.G. or the church the PCC will revise its policy accordingly and make whatever changes are necessary.

Rights and Access:
Anyone whose data is being held has rights to know that it is being held and why plus how it is kept and used.

All Saints' Data Protection Policy will be made available to all either by hard copy or by request to the church office or visiting the parish website: office@allsaintsbranksome.org [3]

Individual Rights Request(s)	Timescale for implementation
Right to be informed your data is being held	Immediate or as soon as reasonably practicable
Right of access [Subject Access Request]	"
Right to rectification [state reason(s)]	"
Right to erasure (state reasons [s])	"
Right to restrict processing (state reason[s])	"
Right to object (state reason[s])	"

How data is collected and stored?
Personal data will only be requested personally and given with an individual's consent. [4]

The reasons / justification for Personal data being requested will be explained at the time.

Personal data (e.g. the Electoral Roll and Registers of Births - Deaths and Marriages) will be held securely in either hard copy in the church office [5] or electronically with access restricted to bona fide church officers. [6]

[3] All the following via request to the PCC via the church office
[4] No data will be sought of children or young people under the age of 16 without parental consent.
[5] The church office is either always staffed or locked and has CCTV and Alarm functionality.
[6] See also Privacy Policy – all data requests must be justified and rules observed.

Data All Saints' will not take or hold:
All Saints' will not seek or hold any personal data relating to any of the following [your]:

- Race
- Ethnic background
- Political opinions
- Religious beliefs
- Trade union membership
- Genetics
- Biometrics (where used for identification)
- Health
- Sex life or orientation

Renewals and amendments:
This policy will be renewed annually and as and when necessary. [7]

Concerns and resolutions:
In the first instance any concerns or queries about how or why All Saints' is handling personal data should be directed either to the incumbent (vicar) the churchwardens or any church officer who, in turn, will act promptly and proportionately in line with the above principles.

In the event that any person is dissatisfied with the above approach or feels further action needs to be taken then direct contact to the U.K.'s **Information Commissioners Office (ICO)** is available. If you wish you may make direct contact with the Information Commissioners Office (the guiding body for UK GDPR): **Tel**: 0303 123 1113 **Web**: https://ico.org.uk/global/contact-us/email/

[7] From 29.9.26.

DATA PRIVACY NOTICE

The purpose of this document is to explain how All Saints' church collects and uses your personal data.

1. Personal data is information about a living person who can be identified from that data. Its use is governed by the General Data Protection Regulation ("GDPR") which took effect on 25 May 2018. Under the GDPR, the PCC is the 'Data Controller' which means it [the PCC] is responsible for how personal data is obtained, kept and used and for what purposes.

2. How we process your personal data.
We will carry out our responsibilities [by]:

- Keeping it up to date
- Storing it securely and destroying it as necessary
- Not collecting or retaining excessive amounts
- Protecting it from loss, misuse, unauthorised access and disclosure
- Informing you of news, events, activities and services in our parish and the wider church

We use your personal data for the following purposes [to]

- Inform you of news, events, activities and services at All Saints'
- Provide pastoral care
- Provide the services of a parish church to the local community
- Tailor some of our communications, events and activities to specific groups based e.g. on age or sex
- Manage staff and volunteers
- Survey members to seek their views on the events and activities we offer
- Manage membership records e.g. the Electoral Roll
- Manage photo consent
- Manage our money, gift aid, donations and records
- Further our charitable aims through fundraising and promoting the interests of All Saints'
- Enable us to serve the community through voluntary activities
- Utilise CCTV for the prevention and detection of crime
- Manage customers booking the Church Hall

3. The legal basis for processing your personal data.
We only process or use this information with your consent so that we can keep you informed about news, events, and services and to meet legal obligations in relation to Gift Aid and the Church Representation Rules (Synodical Government Measure 1969);

4. Sharing your personal data.
Personal data will be treated as strictly confidential and only be shared with other church members for purposes connected with the church. We shall only share your data with third parties outside the parish with your consent. (See 6 below re' managing / withdrawing consent)

5. Keeping your personal data.
We will keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available on the Church of England website:
https://www.churchofengland.org/more/libraries-and-archives/records-management-guides

At All Saints' all data will be kept securely in either hard copy or electronically and stored in the church office which is staffed and when not staffed is locked and at all times has CCTV and an alarm.

What sort of documents will All Saints' hold?
We retain **Electoral Roll** data and **Gift Aid** declarations and associated paperwork. [8]

Also Parish registers of **Baptisms - Marriages - Deaths - Burials**. [9]

6. Your rights and your personal data.
Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data. The right to:

- Request a copy of any personal data which the PCC holds about you. [10]
- Request the PCC to correct any personal data if it is inaccurate or out of date and, if there is a dispute about its accuracy or processing, to request a restriction on further processing.
- Request your personal data is erased where the PCC no longer needs to retain it.
- Withdraw your consent to the processing at any time.
- Object to the processing of personal data.
- Lodge a complaint with the **Information Commissioners Office** (Details below).

7. Further processing
If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use and where and whenever necessary, we will seek your prior consent to the new processing.

8. Contact Details
If you are not content with the way in which your data is held or used, please in the first instance, contact the church office:

Email office@allsaintsbranksome.org Tele 01202 701822

National contact
If you wish you may make direct contact with the Information Commissioners Office (the guiding body for UK GDPR): **Tel**: 0303 123 1113 **Web**: https://ico.org.uk/global/contact-us/email/

Further 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/more/libraries-and-archives/records-management-guides

[8] Destroyed and renewed every 6 years
[9] Permanently
[10] 'You' = 'only you'