Parish of St Alfege Greenwich

Privacy Policy

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Effective Date: 22 October 2025

1. Introduction

St Alfege Church, Greenwich ("we," "our," or "us") is committed to protecting your personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the guidance provided by the Church of England. This Privacy Policy explains how we collect, use, store, and protect your personal data.

2. Who We Are

St Alfege Church is part of the Church of England and operates under the governance of the Parochial Church Council (PCC) of St Alfege Church, Greenwich, which is the Data Controller responsible for processing personal data.

For any data protection queries, you can contact us at:

St Alfege Church
Greenwich Church Street, London SE10 9BJ
Email: office@st-alfege.org.uk
Phone: 020 8853 0687

3. What Personal Data We Collect

We may collect and process the following categories of personal data:

- Identity Data: Name, title, date of birth, gender.
- Contact Data: Address, phone number, email address.
- Religious Affiliation: Church membership, baptism, confirmation, or wedding records.
- Communication Data: Correspondence, enquiries, and preferences for receiving updates.
- Financial Data: Donations, Gift Aid declarations, and payment details.
- Event Participation: Attendance at church services, events, or volunteer activities.
- Safeguarding Data: Information related to safeguarding concerns, where necessary.
- Website Usage Data: IP address, cookies, and analytics data from our website.

4. How We Use Your Personal Data

We use your data for the following purposes:

- To provide pastoral care, religious services, and sacraments.
- To administer church records, memberships, and rotas.
- To manage events, volunteering, and community activities.
- To process donations and Gift Aid claims.
- To communicate with you regarding church news, events, and fundraising (with your consent).
- To comply with legal, regulatory, and safeguarding obligations.

5. Legal Basis for Processing

We process personal data under the following legal bases:

- Consent**:** When you opt in to receive communications or participate in activities.
- Contractual Obligation: Where necessary to fulfil an agreement with you (e.g., wedding arrangements).
- Legal Obligation: When required to comply with legal and safeguarding duties.
- Legitimate Interests: For church administration, pastoral care, and community engagement.
- Vital Interests: Where processing is necessary to protect someone's life (e.g., safeguarding concerns).

6. Streaming of Church Services on YouTube

a. Purpose of Streaming

St Alfege Church streams certain church services on YouTube to provide access for those unable to attend in person, support community outreach, and preserve records of significant events.

b. Personal Data in Live Streams

Our live streams may capture images, audio, and video of attendees, clergy, and participants. This may include:

- Clergy, readers, servers, choir members, and musicians.
- Congregation members visible in wide-angle shots.
- Special ceremonies (e.g., baptisms, weddings, confirmations) where individuals are in focus.
- Communion Services – Filming will not identify individuals receiving Communion, ensuring privacy during this part of the service.

c. Assumed Consent for Service Participants

For those in leading roles during worship, consent is assumed as follows:

- Clergy – Consent is assumed as part of their public role in leading worship.
- Readers & Speakers – Participation in the service implies consent. Those who prefer not to appear on camera should notify the church in advance.
- Servers, Choir, and Musicians – Regular participation implies consent. New members will be informed about live streaming when they join.
- Children & Vulnerable Adults – Explicit consent from parents/guardians or carers is required if they are in focus.

d. Notifying Attendees

To ensure transparency, we will:

- Display clear signage at church entrances informing attendees about live streaming.
- Include notices on our website and service sheets.
- Provide guidance on where to sit for those who prefer not to appear on camera.

e. Retention and Access

- Live streams may remain accessible on YouTube for up to 12 months, unless otherwise stated.

- If a service includes personal or sensitive content, access may be restricted, or the video edited before upload.

f. Third-Party Platforms

Our live streams are hosted on YouTube, which processes data under its own privacy policies. Users interacting with our YouTube channel should review YouTube's Privacy Policy for details on how their data is handled.

g. Your Rights and Opt-Outs

- If you have concerns about appearing in a live stream, please contact us before the service.
- For significant events (e.g., baptisms, weddings), we will seek consent from those involved.
- If you believe your identifiable image or audio should be removed from a recorded service, please contact us at office@st-alfege.org.uk, and we will review your request.

7. Data Sharing and Security

- We do **not** sell or share your personal data for marketing purposes.
- Your data may be shared with trusted third parties, such as:
  - Church of England bodies (e.g., Diocese of Southwark, Parish Registers).
  - Service providers (e.g., IT support, payment processors, mailing services).
  - Legal authorities where required for safeguarding or legal compliance.
- We implement strict security measures to protect personal data from unauthorized access, loss, or misuse.

8. Data Retention

We retain personal data only as long as necessary for its intended purpose and in line with Church of England guidance:

- Sacramental records (e.g., baptisms, marriages): Permanently retained in church registers.
- Gift Aid declarations: Kept for at least 6 years for HMRC compliance.
- General correspondence: Typically retained for 2 years unless needed longer.
- Safeguarding records: Retained in accordance with Church of England safeguarding policies**.**

9. Your Rights Under UK GDPR

You have the following rights regarding your personal data:

- Right to Access**:** Request a copy of the personal data we hold.
- Right to Rectification**:** Request correction of inaccurate or incomplete data.
- Right to Erasure ("Right to be Forgotten")**:** Request deletion of your data where applicable.
- Right to Restrict Processing: Ask us to limit processing in certain circumstances.
- Right to Data Portability: Receive a copy of your data in a standard format (where applicable).
- Right to Object: Object to processing based on legitimate interests or direct marketing.
- Right to Withdraw Consent: If processing is based on consent, you can withdraw it at any time.

To exercise your rights, contact us at office@st-alfege.org.uk. We may require identification to process your request.

If you believe we have not handled your data correctly, you can lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

10. Social Media

When you interact with us on social media platforms such as Facebook, X (formerly Twitter), Instagram, TikTok, and LinkedIn, we may collect information about you—for example, when you publicly tag us in a post or comment on our content. The type and amount of information we receive depend on your privacy settings on those platforms. We encourage you to review their privacy policies in addition to ours.

11. Cookies and Website Data

Our website may use cookies to enhance your experience. You can adjust your browser settings to manage or disable cookies.

12. Changes to This Privacy Policy

We may update this policy from time to time. The latest version will always be available on our website or upon request.