

SAFEGUARDING DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Mary the Virgin church, Rickmansworth

This Privacy Notice is provided by the PCC of St Mary the Virgin church, Rickmansworth to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The Data Controller is: Reverend Gary Norman
St Mary the Virgin Church
Church Street
Rickmansworth
Hertfordshire WD3 1JB

Email: churchoffice@stmarysrickmansworth.org.uk

For more information, please go to <https://www.stmarysrickmansworth.org.uk>

Date of publication: Tuesday, 9 July 2024 / version 1

[Presented to the PCC for review and re-adoption on 10 November 2025 / Version 2](#)

1. Why we collect and use your personal data for Safeguarding purposes?

The Church of England and the St Albans Diocese require us to collect personal data for anyone who has a safeguarding role or any other church role, whether paid or voluntary, that involves substantial contact with children, young people or vulnerable adults.

We use personal data for the following purposes:

- To complete a DBS application or a DBS certificate renewal.
- To contact individuals about the DBS application process, the DBS renewal process, Safeguarding training, and other matters relating to safeguarding and church activities.
- To maintain records relating to recruitment to any church role/s whether paid or voluntary.
- To maintain records of DBS certificates
- To maintain records of safeguarding training which is required and completed

- To comply with the Church of England's Safer Recruitment and People Management guidance
- Some of the data may, in future, be used on the "Safeguarding Hub", software developed by Clearly Simpler Limited and used by the Diocese of St Albans.

2. The categories of personal data we collect are:

- Title, full name and residential address
- Date of birth
- Contact details (email address and contact phone numbers – daytime and evening)
- Recruitment – application form: education, training and qualifications information, employment and voluntary work experience, church involvement, health information, referee information
- Information about cautions (conditional, spent or unspent), criminal convictions, prosecutions in progress or pending, and other information as required on the Confidential Declaration Form
- Information provided by referees
- Religion
- Visual images (e.g.: photographs, video, live streaming)

3. The lawful basis for processing your personal data

We collect and process the data listed in Part 2 above as part of our legitimate activities as a not-for-profit body.

- **Consent (Article 6(1)(a)) and Explicit Consent (Article 9(2)(a)).**
If applicable, individuals give consent for the transfer of personal data to a non-UK country so that an overseas criminal records check can be undertaken. Consent is given through completion of the Confidential Declaration form.
- **Legal obligation (Article 6(1)(c)).**
We are required by law to undertake the Confidential Declaration process in accordance with Section 5A (3) and (4) of the Safeguarding and Clergy Discipline Measure 2016 as inserted by the Safeguarding (Code of Practice) Measure 2021 (also see Safer Recruitment and People Management Guidance – Section 5 – Confidential Declarations - Requirements).
- **Substantial public interest (Article 9(2)(g) and Schedule 1, Part 2, paragraphs 10, 11 and 18 of the DPA 2018).**
If it is necessary for reasons of substantial public interest in order to prevent, or to detect unlawful acts and to protect members of the public from harm, including dishonesty, malpractice and other seriously improper conduct or for the purposes of safeguarding children, young people and vulnerable adults.

4. Where we collected your data from

We collect your data from:

- You
- Referees provided by you
- DBS organisation/s (“Thirtyone:Eight” are currently used by the Diocese of St Albans to process DBS applications and renewals, DBS Update Service.Gov.UK)
- The Church of England safeguarding portal (for details of online safeguarding training)

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with:

- The Incumbent
- The Parish Safeguarding Officer and the Safeguarding team
- The Parish Administrator (to maintain, update and store records on the church IT system)

Your personal data may also be shared with the Safeguarding team at the Diocese of St Albans in relation to a safeguarding matter.

6. How long do we keep data?

Data will be kept in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which the PCC of St Mary the Virgin church, Rickmansworth holds about you (a Subject Data Access Request or ‘SDAR’)
- The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for the PCC of St Mary the Virgin church, Rickmansworth, to retain such data
- The right to withdraw your consent to the processing at any time where we have obtained your consent

- The right to request that the Data Controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data (in limited circumstances)
- The right to lodge a complaint with the Information Commissioners Office.

8. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints, in the first instance please contact the Parish Safeguarding Officer or the Incumbent at:

St Mary the Virgin Church
Church Street
Rickmansworth
Hertfordshire WD3 1JB

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#) / [Data protection and personal information complaints tool | ICO](#)