

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Holy Trinity, Hoghton Privacy Notice

This Privacy Notice is provided by the PCC of **Holy Trinity, Hoghton** 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:  
Holy Trinity Parochial Church Council  
Holy Trinity Church  
Blackburn Old Road  
Hoghton  
PR5 0SJ  
01772 335138  
hoghtonholyltrinity@gmail.com  
holyltrinityhoghton.com

For more information, please go to: [holyltrinityhoghton.com](http://holyltrinityhoghton.com)

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### 1. Why we collect and use your personal data?

We use personal data for the following purposes:

- Name and contact details - To inform you of news and information about events, activities, and services within the life of All Saints Higher Walton & Holy Trinity, Hoghton and/or Blackburn Diocese
- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules)
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals.
- To fundraise and promote the interests of the church and charity
- To process a donation you have made (including Gift Aid)

### 2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, live streaming)
- For our children and young people: emergency contact information, details regarding medical conditions, school attendance, date of birth
- Wedding couples: dates of birth, occupations, names of family members
- Baptism candidates or parents: occupation

**3. The lawful basis for processing your personal data (you must have a lawful basis for all of your purposes; you may therefore have more than 1 lawful basis depending on the purpose, e.g. consent and legitimate interest. You only need one Article 6 basis for each purpose.)**

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism and for our electoral roll.

**4. Where we collected your data from**

- You
- The Diocese of Blackburn
- Funeral director
- MailChimp website
- Hubb Church Management suite

**5. Sharing personal data (if you share that data with another church body or external organisation, you should list who you have shared it with).**

Your personal data will be treated as strictly confidential and will only be shared with the PCC of Holy Trinity, Hoghton the electoral roll officer, Gift Aid Secretary (if applicable) and for children and young people with group leaders.

**5. How long do we keep data?**

We keep data 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](#).

**6. 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 Holy Trinity, Hoghton holds about you (a Subject Access Request or ‘SAR’);
- 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 Holy Trinity, Hoghton 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.

## **7. Concerns and/or complaints?**

To exercise all relevant rights, or for queries or complaints please in the first instance contact the PCC Secretary:

Sue Flitcroft

Email: [flitcroft66@icloud.com](mailto:flitcroft66@icloud.com)

Telephone: 07835849975

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](#)