

St James' Weddington Declaration of Data retention

Declaration

In this document the PCC of St James' Weddington outline the personal data retention policy implemented for the procurement of personal data specifically related to St James' members or affiliates who have specifically consented to their personal data being held.

No personal data will be held by St James' PCC without your written consent – see below.

The personal data held

Full Name

Address

Telephone Numbers

Date of Birth

Email Address

Emergency contact numbers (if applicable)

People within the church who hold or are likely to access your data

Vicar

PCC

Electoral Officer

Treasurer

Baptism Group

Wedding Preparation Group

Pastoral Group

Sunday school and Youth workers

DBS co-ordinator

Safe Guarding Officer

Gift Aid Coordinator

How the data is held

Printed and electronic forms, held securely and accessed by above group controllers as named above.

Data is only held for the primary business of the church and is not passed onto any third parties.

For more details on how we process your data and your personal rights

Please see our Data Privacy Notice

[http://www.stjamesweddington.org.uk/Data Protection/St James Data Protection Privacy Notice.pdf](http://www.stjamesweddington.org.uk/Data%20Protection/St%20James%20Data%20Protection%20Privacy%20Notice.pdf)

To give consent to your data being held by St James' PPC

You will be asked to read and sign the 'Consent' document, please see:

[http://www.stjamesweddington.org.uk/Data Protection/St James Data Protection Consent Form.pdf](http://www.stjamesweddington.org.uk/Data%20Protection/St%20James%20Data%20Protection%20Consent%20Form.pdf)