



ST JAMES' CHURCH WEST END

Church Hill, West End, Southampton, SO30 3AT

Web: www.stjameswestend.org.uk

DATA PRIVACY

How we use personal data of children

The Parochial Church Council (PCC) of St James' Church, West End

This note is written for children under 18 years old who are registered with the PCC by their parents or carers to attend church activities. Parents and carers (the responsible adults) are also given a copy of this note, and should read this together with the PCC's Data Privacy Notice.

1. What is your "personal data"?

Your personal data is information about you that can be used to work out who you are. Your birthday, home address, health information, photos, are all part of your personal data. When you or your responsible adult give us your personal data, we need to keep it safe.

2. Who are "we"?

We are the youth and children workers. You can see our photos at the Church Hall entrance. The Parochial Church Council (PCC) of St James' Church, West End decide what personal data we need to ask you and your responsible adult, and how to keep it safe. We follow the PCC's instructions when it comes to keeping your data safe.

3. Why do we collect and use your personal data?

When you join us for a church activity, we become responsible for your wellbeing. We ask your responsible adult to complete a registration form.

- We ask for your home address and emergency contact details, and if you have any food allergies, medical conditions, or are taking any medicines, so that we can do our best to keep you safe.
- We ask for your responsible adult's permission to use photos or videos with you taking part in church activities, so that we can show everyone the fun we have. We do this by posting photos and videos on our Facebook page and website, and by printing in our church magazine. Sometimes the local newspaper likes to write about our activities as well.

4. Does the law let us collect and use your personal data?

Yes, as long as we let you know which bit of the law lets us do that and tell you what we do with the information and what you can do if you are not happy.

- We have "legitimate interests" to collect and use your personal data. What this really means is that we need some information about you to keep you safe, for example what food might give you a bad reaction, who we should call if you bump your head, and (heaven forbid) what we need to tell the paramedics if we need to call you an ambulance.

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Associate Priest: Revd Linda Galvin rev.lindagalvin@gmail.com 07934 419302

Registered Charity Number: 1132863

- We also ask for your responsible adult's permission to take photos and videos of you and use these to promote our activities. If we don't get consent from your responsible adult then we will make sure you are away from the camera when we take photos and videos.

5. How do we keep your personal data safe?

We record your responsible adult's personal data (name, address and telephone number) on our big electronic data file. We put your name and nothing else down against their name. This electronic data file is kept on a "cloud": we use a cloud called "Dropbox" which is based in the USA, and the owners have tested their cloud to make sure the information stored in it is safe, and people without our permission cannot see the information.

The rest of your personal data stays on the registration form which is kept in a file in a locked cupboard. Apart from us (your group leaders), the PCC only lets six church members open the cupboard.

We don't share your personal data with anyone.

6. How long do we keep your personal data?

We keep your registration form for one year. Your responsible adult will need to complete a new form every year.

7. What can you tell us to do with your personal data?

The law gives you many choices about what we can do with your data. A few of them don't apply because we need to keep you safe. There are still many things you can tell us to do.

- You can tell us to give you a copy of all the information we have about you.
- If any of the information is wrong, you can tell us to change it. We will check with your responsible adult before making changes.
- When you reach 13 years old, the law says you can give us permission yourself to take pictures and videos, even if your responsible adult has said no. We listen to your responsible adult, so we suggest you talk to them first.
- You can tell us not to take photos and videos of you, even if your responsible adult has given us permission. You can also tell us not to use any photos or videos of you after we have taken the photos or videos.
- If we don't do as you tell us to about your personal data, you can complain to the Information Commissioners Office. But before you do, we suggest you talk to your responsible adult.

8. Contact Details

If you have any question or want to tell us anything in section 7 above, you can contact the Parish Administrator at St James' Church, Church Hill, West End, Southampton SO30 3AT; email: stjameswe.office@gmail.com.

If you would like to contact the Information Commissioner's Office, you can call them on 0303 123 1113, email <https://ico.org.uk/global/contact-us/email/>, or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.