



# Privacy Notice

St John's Church, Ealing ("we", "us", "the church") is committed to protecting your personal data and respecting your privacy. As a Church of England parish and a registered charity, we process personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and the **guidance of the Church of England**.

The **Parochial Church Council (PCC) of St John's Ealing** is the data controller.

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## 1. Who we are

### The PCC of St John's Church, Ealing

Mattock Lane, London W13 9LA

Email: [office@stjohnsealing.org.uk](mailto:office@stjohnsealing.org.uk)

Website: [www.stjohnsealing.org.uk](http://www.stjohnsealing.org.uk)

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## 2. What personal data we collect

We collect and process different types of personal information depending on your relationship with the church. This may include:

- Names, addresses, email addresses, phone numbers
- Family and household information (e.g., for children's and youth work)
- Attendance information (services, groups, events)
- Pastoral information (e.g., prayer requests, pastoral support)
- Safeguarding information
- Volunteer and staff information
- Financial information (e.g., Gift Aid declarations, giving records)
- Booking information (hall hire, events, weddings, funerals, baptisms)
- Photographs or video
- Website and digital data (cookies, IP addresses, online forms)
- CCTV images

We only collect information that is necessary for the church's ministry, mission, administration, and legal obligations.

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## 3. How we collect your data

We collect data in several ways, including:

- When you complete forms (online or paper)
  - When you contact the church office
  - When you attend services, groups, or events
  - When you join the electoral roll
  - When you give financially
  - When you hire our premises
  - When you volunteer or work for the church
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- When you use our website
  - When you interact with **ChurchSuite** (our church management system)
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## 4. Why we process your data (lawful bases)

### a. Legal obligation

For example:

- Gift Aid administration
- Safeguarding requirements
- Employment law
- Charity law
- Marriage, baptism, and funeral registers

### b. Legitimate interests

For example:

- Managing church groups and rotas
- Communicating practical information
- Administering events and activities
- Maintaining church records
- Ensuring site security

### c. Consent

For example:

- Email newsletters
- Use of photographs
- Children's and youth permissions

You may withdraw consent at any time.

### d. Contract

For example:

- Hall hire agreements
- Event bookings

### e. Vital interests

For example:

- Emergency medical information during children's/youth activities

### f. Public task

For example:

- Maintaining parish registers
- Conducting weddings, funerals, and baptisms

### g. Special category data

We process special category data (e.g., safeguarding and pastoral information) under Article 9 conditions including substantial public interest, the not-for-profit body exemption, and explicit consent where required.

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## 5. How we use your personal data

We use your information to:

- Provide pastoral care and ministry
- Administer services, groups, and events
- Manage safeguarding responsibilities
- Communicate news and information (where consent is given)
- Maintain financial and giving records
- Manage volunteers and staff
- Administer hall hire and bookings
- Maintain the electoral roll
- Keep our buildings and people safe
- Maintain our website and digital platforms

We do not use your data for marketing unrelated to church activities.

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## 6. Children and young people

We collect and process children's data only with the consent of a parent or guardian, except where safeguarding or legal obligations apply.

Children's data is handled with particular care and is only accessed by authorised staff and volunteers.

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## 7. Safeguarding information

Safeguarding data is processed under strict legal and Church of England requirements. This includes:

- Confidential Declaration Forms
- Safer Recruitment records
- Incident reports
- Notes relating to pastoral or safeguarding concerns

Safeguarding data is stored securely, with restricted access, and retained in accordance with national Church of England safeguarding retention schedules.

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## 8. CCTV

We use **CCTV** on our premises for the purposes of security, crime prevention, and the safety of those who use our buildings. CCTV images may capture individuals entering, leaving, or moving around the site.

Footage is stored securely, access is strictly limited, and recordings are retained only for a short, defined period unless required for the investigation of an incident or for legal reasons.

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## 9. Sharing your personal data

We treat your information as confidential. We only share data when necessary and lawful, for example:

- **With the Diocese of London** (e.g., clergy administration, safeguarding)
- **With the National Church Institutions** (e.g., safeguarding)
- **With HMRC** (e.g., Gift Aid)
- **With safeguarding authorities** (e.g., police, social services)
- **With service providers who support our operations** (e.g., ChurchSuite, IT providers, payroll)

We do not sell your data or share it for commercial purposes. We ensure that all third-party processors act under written agreements and only process data under our instructions.

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## 10. How we store and protect your data

We take appropriate technical and organisational measures to keep your data secure, including:

- Password-protected systems
- Restricted access to sensitive data
- Secure cloud-based storage (e.g., ChurchSuite)
- Encryption where appropriate
- Staff and volunteer training
- Regular data reviews
- Breach detection and notification procedures in line with UK GDPR

Paper records are kept securely and destroyed when no longer needed.

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## 11. How long we keep your data

We keep personal data only for as long as necessary for the purpose it was collected, in line with:

- Church of England retention guidance
- Safeguarding retention schedules
- Legal requirements (e.g., Gift Aid: 6 years; marriage registers: permanent)

When data is no longer required, it is securely deleted or destroyed.

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## 12. Your rights

Under UK GDPR, you have the right to:

- Access your personal data
  - Request correction of inaccurate data
  - Request deletion (where appropriate)
  - Restrict or object to processing
  - Withdraw consent
  - Request data portability
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- Raise a concern with the **Information Commissioner's Office (ICO)**  
([www.ico.org.uk](http://www.ico.org.uk))

To exercise your rights, contact: [privacy@stjohnsealing.org.uk](mailto:privacy@stjohnsealing.org.uk)

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### 13. Cookies and website data

Our website uses cookies to improve functionality and analyse usage.

We may collect anonymised analytics data such as:

- IP address
- browser type
- pages visited

This helps us improve our website and digital communication.

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### 14. ChurchSuite

We use **ChurchSuite**, a secure church management system, to store and manage personal data.

ChurchSuite provides services designed to support UK GDPR compliance and stores data in secure UK data centres.

You may manage your own details through the **MyChurchSuite** member portal if you choose to use it.

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### 15. Contacting us about your data

If you have questions or concerns about how we handle your personal data, please contact:

**John Adigun**

*Data Compliance Lead, St John's Ealing PCC*

Email: [privacy@stjohnsealing.org.uk](mailto:privacy@stjohnsealing.org.uk)

The PCC is responsible for compliance, supported by a Data Compliance Lead. A DPO will be appointed if required under UK GDPR.

You may also contact the church office at [office@stjohnsealing.org.uk](mailto:office@stjohnsealing.org.uk).

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### 16. Changes to this Privacy Notice

We may update this notice from time to time. If we need to use your personal data for a new purpose not covered by this Privacy Notice, we will provide you with a new notice explaining this before we begin the new processing.

The latest version will always be available at:

[www.stjohnsealing.org.uk/privacy-notice](http://www.stjohnsealing.org.uk/privacy-notice)

**Last updated: May 2026**

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