

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of The Vine Sheffield

The Vine Sheffield holds and processes personal data about living individuals for the purpose of general church administration and communication.

This privacy notice is provided to explain what to expect when we collect and process your personal information in accordance with the UK GDPR and Data Protection Act 2018.

All church staff, volunteers or members who obtain, handle, process or store personal data for The Vine Sheffield must adhere to these principles.

The Data Controller

The Parochial Church Council (PCC) of **The Vine Sheffield**, St Bartholomew's, Primrose Hill, Sheffield S6 2UW

The Vine Sheffield is registered with the Data Protection Commissioner, Registration No ZB530317.

For further information please go to: <https://www.thevinesheffield.org.uk/>

1. Your personal data – what is it?

Personal data is any data which can identify a living individual. This includes:

- Contact details
- Family details
- Lifestyle and social circumstances
- Membership details
- Financial details
- Education & employment details
- Photos/videos/CCTV

2. How we use your personal data.

The Vine Sheffield will make sure all personal data is:

- Accurate and up to date
- Adequate, relevant and limited to what is necessary
- Not kept longer than necessary
- Processed securely, lawfully, and in a transparent manner
- Processed for specified, explicit and legitimate purposes
- Processed in keeping with the rights of data subjects

We use your personal data for the following purposes:

- To administer membership records
- To provide services to the community and church, such as pastoral support, Welcome Space and the Garden
- To safeguard children, young people and vulnerable adults
- To fundraise and promote the interests of the church
- To promote and share our church life more generally:

- o In the media (e.g. newspaper in print and/or online, radio and/or on TV)
- o In printed or online marketing materials (e.g. a leaflet to promote the church)
- o On the church's website and social media channels (e.g. posts/videos on Facebook, X, Instagram, YouTube, TikTok)
- o In the church's materials for internal use (e.g. a report explaining the church's work)
- To manage our employees and volunteers
- To maintain our own financial accounts and records
- To inform you of news, events, and services running at The Vine Sheffield, local events in the area and events promoted by The Diocese:
- To respond effectively to enquiries, complaints etc.
- For crime prevention (CCTV)

3. The categories of personal data we collect

The information we collect and process for these purposes may include:

- **Identity data** includes first name, last name, title, date of birth, gender.
- **Visual images** including photographs, video, live streaming.
- **Contact data** includes address, email address and telephone numbers.
- **Communications data** includes your communication preferences.
- **Special categories of personal data** may on occasion be collected through interviews and case studies, for example race or ethnic origin, religious beliefs, or health.

4. What is the legal basis for using your personal data?

- **Explicit Consent.** We will only use your data with your agreement (consent). By signing the consent form, you are agreeing (consenting) to us using your data for the reasons selected on the consent form.
- **Legal obligations,** such as data in relation to Gift Aid, weddings, funerals, baptisms etc.
- **Legitimate Activity.** We collect and process your data as part of our legitimate activities as a not-for-profit body.
- **Special category data** is used only with consent and only when it relates to members or former members (or those who have regular contact with us in connection with those purposes); and provided there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. We will only share your data with third parties outside of the parish when required, and only with your consent.

We will not send your personal data outside the UK. However, you should be aware that if you have consented to photographic or electronic images of you being placed on our website or our social media posts, it may be seen anywhere in the world, and some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides.

6. How long do we keep your personal data?

- Membership data is kept until no longer current.
- Financial data including Gift Aid declarations is kept for at least 7 years.
- Photography footage is kept for 5 years. Live streams are deleted from YouTube within one month. Sermon videos are kept indefinitely.
- Employment data is kept for at least 10 years.
- Data relating to safeguarding is kept indefinitely.
- Parish registers (baptisms, marriages, funerals) are kept in perpetuity or until deposited with Sheffield City Archives.
- CCTV footage is deleted after 1 week unless it is needed by the police.

7. Your rights and your personal data

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

- The right to be informed about any data we hold about you
- The right to request a copy of your personal data which we hold about you
- The right to withdraw your consent at any time (if applicable)
- The right to request that we correct 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 us to retain such data
- 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, (if applicable)
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (if applicable)

You can ask us to stop using your images at any time, in which case it will not be used for any purpose again and we will remove it from our website and not use it in any future social media posts or print publications, but it may continue to appear in print publications or online posts already in circulation. This means the rights to withdraw consent, request erasure or restrict processing are limited. Once the data is uploaded online, we are no longer able to erase or restrict the processing of individual images. In addition, the right to rectification only applies to the processing of your name, contact details and words spoken by you, it cannot apply to your image captured on film.

9. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance the church office at The Vine Sheffield:

- Email: office@thevinesheffield.org.uk.
- Postal address: St Bartholomew's Church Centre, Primrose Hill, Sheffield S3 2UW.
- Telephone: 0114 2853075.

You have the right to make a complaint at any time to the Information Commissioner online at ico.org.uk/make-a-complaint/ or by phone on 0303 123 1113 (local rate) or to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Policy version	Version one
Date approved by PCC	January 2026
Date for renewal of policy	January 2029
Signed by (name)	Davo Smith
Print name	
Role	Lay Vice Chair