DATA PRIVACY NOTICE
The Parochial Church Council (PCC) for The Ecclesiastical Parish of St Mark's, Broomhill Sheffield

This Privacy Notice is provided by the PCC of St Mark's Church, Broomhill, Sheffield, to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulation (GDPR).

Data Controller

A data controller is responsible for your personal data. The data controller is:

The Parochial Church Council (PCC) for The Ecclesiastical Parish of St Mark's, Broomhill, Sheffield (charity number 1128758);
c/o St Mark's Church,
Broomfield Road,
Sheffield, S10 2SE
Telephone: 0114 2663613
Email: office@stmarkssheffield.co.uk

For more information, please go to: https://www.stmarkssheffield.co.uk

Date: 15th September 2026
Review Date: September 2027

1. What personal data we collect and how we use it.

These categories of personal data are processed for the following purposes:

- Name and contact details
    - So we can send you our regular communications by email or post if you have asked for them.
    - So clergy and administrators can contact you to pass on information about events or services, or for pastoral support if you have given your permission.
    - So you can be on the electoral roll for the church if you have asked to join it.
    - So your details can be added to church rotas, if you have volunteered for church roles.
    - So your details can by submitted/checked for the Disclosure and Barring Services (DBS) if you are volunteering or working with children or vulnerable adults.
    - So information can be shared with the Diocese of Sheffield and/or the Charity Commission if you hold an office within the church.
    - So information and papers can be circulated to members of the PCC and other church groups.
    - So we can process your information if your are enquiring about room hire or in the event of you using our building.
    - So we can process information in relation to baptisms, marriages or funerals. This is in compliance with our legal obligation, for example when we are required to publish the Banns of Marriage.
    - So we can process your data for legal, personnel, administrative and management purposes if you are an employee or contractor working on behalf of the PCC.

- Visual images
    - Photographs taken of you with your given consent may be used to publicise our activities.
    - There are CCTV cameras on our premises. Footage from the cameras is processed for security purposes.
    - We live stream some of our services via video conferencing technology and your image may be shown on screen.

- Financial information
    - Personal information is processed via the Parish Giving Scheme in order to manage one-off or regular giving if you have given your permission. Personal information is also processed by those giving via Stripe and Sum Up transactions, and for Give A Little donations.
    - Your information is processed for Gift Aid claims if you have specified that you wish all qualifying donations to St Mark's to be treated as such and you declare you are a UK tax payer.
    - The personal information of room hirers is processed for the purpose of bookings and invoicing.
    - The personal information of employees is processed to enable them to be paid.

- Special categories of personal data
    - We process personal data relating to health for the purposes of providing pastoral support.

2 The lawful basis for processing your personal data:

- Consent:
    - When consent is a freely given, specific, informed and unambiguous indication of your wishes. In circumstances where your personal data is used on the basis of obtaining your consent, you may indicate your consent in a number of ways, including, as permitted by law, ticking a box (or an equivalent action) to indicate your consent. You can withdraw your consent at any time. We will usually tell you how to do this when you give us your consent, or you can contact us using the details in section 8 below.
- Legitimate interest:
    - When it is processed in the legitimate activities of the church or a third party supporting a church function, and these interests are not overridden by your own interests. Examples include the usage of CCTV for our legitimate interests in maintaining the security of our premises, and compiling church rotas for our legitimate interests in running and managing the activities of the church.
- A contract with you:
    - When processing your personal data is necessary for performance of a contract with you, or taking steps at your request, prior to entering into a contract.
- Legal Obligation:
    - When we are subject to a legal obligation to collect and process data, for example for weddings, funerals and baptisms, or for safeguarding of vulnerable persons.
    - When there is a vital interest relevant to life or death situations.
    - When it is processed for public interest for the necessary performance of tasks carried out by a public authority or private organisation acting in the public interest.

3. Where we collect data from

- From you
- From individuals linking with St Mark's Church
- From The Diocese of Sheffield
- From Funeral Directors
- From on-site CCTV
- From the Parish Giving Scheme, Stripe, Sum-Up and Give A Little
- Via our website when you log in, use the "contact us" form, and via our use of cookies (please see our separate Cookies Policy for further details).

4. Sharing personal data

Your personal data will be treated as strictly confidential when it is shared with the clergy, administrators and PCC of St Mark's Church, and the local diocesan office. It may also be necessary to share information with assistant or temporary clergy, or others with the Bishop's Permission To Officiate.

Information may also be shared with a third party, for example to process DBS checks and to process Gift Aim claims, or where we receive a request from law enforcement or a court order requiring us to provide data. We may also share personal data with third parties which provide services to us.

You can also give explicit permission for your contact details to be shared with other members of the congregation on request, for example in the sharing of church rotas or personal contact.

Information may also be shared in accordance with the Diocesan Safeguarding Policy and in terms of vital interests in a life or death situation when using medical or emergency contact information without an individual's explicit consent.

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. Security

We use appropriate technical, organisational and administrative security measure to protect personal data from loss, misuse and unauthorised access, disclosure, alteration and destruction. If you create an account on our website, use a strong password and keep this confidential. You should change your password regularly.

7. 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. Please be aware that certain of these rights are subject to various criteria and may not be available in all circumstances:

- The right to request a copy of the personal data which The PCC of St Mark's Sheffield, 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 St Mark's, Broomhill, Sheffield, 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 we 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 Commissioner's Office.

8. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints, in the first instance please contact the Parish Administrator at St Mark's Church at office@stmarkssheffield.co.uk.

You can contact the Information Commissioner's Office on 0303 123 1113 or via www.ico.org.uk

9. Changes to this notice

We will keep this notice under review and may make changes from time to time. Please review this notice regularly so you are aware of the most up to date version. If we make material changes, we will alert you by placing a notice on our website or by email if we have your email address.

Date: 15th September 2026
Review Date: September 2027
Signed



Beth Keith Vicar

Stuart Bennett
Churchwarden

Frances Gray Churchwarden