



Privacy Notice



This document refers to personal data, which is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR), seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. The transfer of personal data between EU member states and 3rd Countries will be controlled and only conducted in accordance with the Group's data protection policy and where the 3rd country has shown a sufficient 'adequacy' (Article 45 GDPR) of the level of protection offered to data subjects rights. GDPR does not apply to information already in the public domain.

St. Marks Church is pleased to provide the following Privacy Notice:

Personal Data

St. Marks Church uses the information collected from you to provide information about church events, courses, services and other relevant information which St. Marks Church believes may be of interest to you and your family.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. St. Marks Church may from time to time use such information to identify its visitors. St. Marks Church may also collect statistics about the behavior of visitors to its website.

St. Marks Church' website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Google Analytics uses cookies to help St. Marks Church identify and track visitors and their website access preferences. St. Marks Church website visitors who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using St. Marks Church' website.

St. Marks Church will only collect the information needed so that it can provide you with information about church events, courses, services and other relevant information sharing, St. Marks Church does not sell or broker your data.

Legal basis for processing any personal data

To meet St. Marks Church' contractual obligations to employees, car park rental spaces and service providers.

Consent

Through agreeing to this privacy notice you are consenting to St. Marks Church processing your personal data for the purposes outlined. You can withdraw consent at any time by emailing office@stmarksjersey.com or writing to us, see last section for full contact details.

Disclosure

St. Marks Church may on occasions pass your Personal Information to third parties exclusively to process work on its behalf. St. Marks Church requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice.

St. Marks Church do not broker or pass on information gained from your engagement without your consent. However, St. Marks Church may disclose your Personal Information to meet legal obligations, regulations or valid governmental request.

Retention Policy

St. Marks Church will process personal data during the duration of any contract and will continue to store only the personal data needed for five years after the contract has expired to meet any legal obligations. After five years any personal data not needed will be deleted.

Data storage

Data is held in Jersey using different servers. St. Marks Church does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst St. Marks Church is in possession of or processing your personal data, all data subjects have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply you have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that St. Marks Church refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

St. Marks Church, at your request can confirm what information it holds about you and how it is processed

You can request the following information:

- Identity and the contact details of the person or organisation (St. Marks Church) that has determined how and why to process your data.
- Contact details of the data protection advisor, where applicable.

- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of St. Marks Church or a third party such as one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (Data Protection Regulator).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access what personal data is held, identification will be required

St. Marks Church will accept the following forms of ID when information on your personal data is requested: a copy of your national ID card, driving license, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If St. Marks Church is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to office@stmarksjersey.com or by phoning 01534 720595 or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by St. Marks Church, you have the right to complain to the Vicar of St. Marks Church'. If you do not get a response within 30 days you can complain to the Data Protection Regulator.

The details for each of these contacts are:

St. Marks Church,

The Vicar

St. Marks Church Office,

St Marks Road,

St. Helier

JE2 4LY

Email; office@stmarksjersey.com or by phoning 01534 720595

Data Protection Regulator

**Office of the Information Commissioner –
Jersey**

Brunel House,
Old Street,
St. Helier
Jersey
JE2 3RG

Telephone 01534 716530 or

Email: enquiries@dataci.org