

St James' Church, Cambridge

Privacy Statement

1. Introduction

This Privacy Statement sets out how St James' Church uses and protects any data that you provide to us. St James' Church is committed to protecting your personal information and making every effort to ensure it is processed in a transparent manner. Should we ask you to provide certain data by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Statement. St James' Church may update this policy from time to time.

We are a 'data controller' for the purposes of the Data Protection Act 2018 which means that we are responsible for and control the processing of your personal information.

If you and/or your family use a St James' Church service, you can be assured that we are committed to making sure that any information we hold about you or your family will be collected, stored and used in accordance with The Data Protection Act 2018 and General Data Protection Regulation 2016/679 (GDPR). This means that we adhere to the data protection principles of only holding information about you that is relevant to our work with you, that we make sure the information that we hold is accurate, secure and only kept for as long as we need it in order to discharge our responsibilities to you safely and effectively and for the purposes of compliance.

2. How we collect data from you

We may collect data about you from several different sources including our website; telephone and email enquiries; safeguarding processes, forms, events and other legitimate activities.

3. What data we collect

The information we may collect includes:

- Name
- Contact information including email address, telephone number and address
- References
- DBS checks
- Bank details (for employees)

We may also process other categories of sensitive data.

4. How your data is used

We use the data that we collect to provide our support and services safely and effectively; to provide information that you request from us or to inform you of any changes to our support and services. We will not pass on your data to any third parties without your consent unless there are legal or safeguarding reasons to do so.

5. How you can access or delete your data

You have the right to access information we hold on you. To request access and deletion of your data we have collected, please contact Pam Butler or Alison Giles as St James' Churchwardens. Pam can be contacted at: pambutler27@hotmail.com
Alison can be contacted at: gilesalison943@gmail.com

6. Children, young people and families

If you share information with us on behalf of your family, we are entitled to assume you have their consent to do so.

An adult may supply information and give consent on behalf of a child for whom they have responsibility. We will continue to hold data for those who turn 18 but will endeavour to inform them and seek their continued consent for this where needed.

Safeguarding concerns may mean that we need to share your information with the Diocese of Ely and the Multi-Agency Safeguarding Hub for Cambridgeshire and Peterborough, although we will discuss this with you and your families or carers beforehand if it is appropriate to do so.

7. Employees and volunteers

This Privacy Notice covers the use of your personal data if you are an employee or volunteer of St James' Church. St James' Church needs to process information about its employees and volunteers for normal employment and volunteering purposes including recruitment, safeguarding, management and administration. We will only disclose information about you to third parties if we need to do so to fulfil our contractual obligations to you.

8. Data retention

Your personal information will be kept on file only for as long as it is required or we are obliged to retain the information by law.

Generally, we will keep personal data only for so long as we need it, which means that we will delete it when it is no longer needed. Registers of attendance and basic contact information for employees and volunteers will be retained for long periods in accordance with Church of England policy. We will keep some records permanently if we are legally required to do so.

All forms relating to employment, volunteering or use of services at St James' Church will state that personal data will be kept by St James' Church in accordance with this Privacy Statement.

St James' Church, Cambridge
December 2025