PHOTOGRAPHY AND VIDEO PRIVACY NOTICE

for St Mary's Nantwich

for the activities of St Mary's Nantwich.

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.

Data controller(s)

The data controller is:
Parochial Church Council (PCC) of St Mary's Nantwich
St Mary's Parish Office, Church Walk, Nantwich, CW5 5RG

For further information please go to: https://stmarysnantwich.org.uk/

1. Why we collect and use your personal data

Personal information is collected for the following purposes:

Use in relation to St Mary's activities:

- **In the media** (e.g. in a newspaper and/or magazine in print and/or online, radio and/or on TV about the named project)
- **In printed or online marketing materials** (e.g. a leaflet and/or advert about the named project)
- **On the church's website and social media channels** (e.g. this could include posts on Facebook, X, Instagram, YouTube, TikTok about the named project)
- **In the church's materials for internal use** (e.g. a report or presentation about the named project)

Use more generally the church's communications, for example, as general illustrations of church life:

- **In the media** (e.g. to promote the church in a newspaper and/or magazine in print and/or online, radio and/or on TV)
- **In printed or online marketing materials** (e.g. a leaflet and/or advert to promote the church)
- **On the church's website and social media channels** (e.g. this could include posts on Facebook, X, Instagram, YouTube, TikTok about the church)
- **In the church's materials for internal use** (e.g. a report or presentation explaining the church's recentwork)

2. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

- Consent/Explicit Consent. We will only use your data with your agreement (consent). By signing the Media Release form, you are agreeing (consenting) to us using your data for the reasons selected on the media release form.

3. The categories of personal data we collected

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

- **Identity data** includes first name, last name, title, date of birth and gender.
- **Contact data** includes address, email address and telephone numbers.
- **Communications** Data includes your preferences in receiving information from us and 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 or philosophical beliefs, or health.

4. Who we share your information with

- We will only share your photo/film with third parties when required as part of our promotional or media work that you have consented to, such as, with a video editor to create a video for us, with a design agency creating an advert or newspaper to support a press release of ours. We would only include your name if you have consented with the tick box on the media release form that you are happy for us to use your name in captions.

5. Your personal data will/will not be sent to countries outside the UK/EEA

We will not send your personal data outside the UK.

You should be aware that if you have consented to photographic or electronic reproduction of you being placed on our website or in our social media posts, it may be seen anywhere in the world, not just in the United Kingdom 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 information?

We will keep your information for 5 years.

7. Your rights

You have the following rights regarding 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 your personal data (if applicable);
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another (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 websites 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 (usage) are limited. Once the data is uploaded online, we are no longer able to erase or restrict (limit) the processing (usage) of individual images. In addition, the right to rectification (correction) only applies to the processing of your name, contact details and words spoken by you, it cannot apply to your image captured on film.

To exercise these rights, please contact us using the contact information provided below.

8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, office@stmarysnantwich.org.uk

If you have any concerns or queries about how we handle your personal data, please contact us at: office@stmarysnantwich.org.uk

or phone: 01270 625268

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).