

UNITED BENEFICE OF THE HALLINGBURYS

St Mary the Virgin Little Hallingbury

COVID-19 Privacy Notice

List of Clergy, Staff and Visitors to Church buildings

This notice explains how information about you will be used temporarily by the Parochial Church Council of St Mary the Virgin Little Hallingbury during the Covid-19 pandemic crisis so we can keep a list of clergy, parishioners and visitors to the church building, as requested by the Government in support of NHS Test and Trace.

1. Who we are

The Parochial Church Council (PCC) of St Mary the Virgin Little Hallingbury is the data controller (contact details in section 7. below). This means we decide how your personal data is used and why.

2. The information we collect about you and why we need it

Even though we may already have your contact details for our usual work, the Covid-19 pandemic has created a unique situation and additional reasons for us to collect the name and contact telephone number of all clergy, parishioners and visitors who use or visit our church building in order to support NHS Test and Trace.

This is specifically in relation to contact tracing, which is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission and the investigation of local outbreaks.

For more information about Test and Trace, and how they will use your personal details, please see the Government guidance website:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

In summary, Test and Trace:

- provides testing for anyone who has symptoms of coronavirus to find out if they have the virus;
- gets in touch with anyone who has had a positive test result to help them share information about any close recent contacts they have had; and
- alerts those contacts, where necessary, and notifies them they need to self-isolate to help stop the spread of the virus.

This is voluntary, and you do not have to provide your details. However, if you do provide them, they will only be used for the purpose of sharing them with NHS Test and Trace.

3. Lawful basis

We will use your information lawfully, as explained below:

- **Consent** – We need your consent to collect your name and contact details to share this with NHS Test and Trace if requested.
- **Explicit consent** – We need your explicit consent to collect your data on the basis that you may have revealed a religious belief by using our church building.

You will give us these consents by completing our form and providing your details.

You can withdraw your consent at any time after giving your details by letting us know you no longer want us to keep or share your personal data for this purpose, however, once we have given your details to Test and Trace we will no longer be able to prevent processing. To contact us, see section 7 below.

4. Sharing your data

Personal data that is collected will be treated as strictly confidential and will only be shared with NHS Test and Trace if requested. It will only be used for the purpose specified in this Privacy Notice.

5. Data Retention

We will keep your name and contact details for 21 days and will dispose of it after that period has ended.

6. Your Legal Rights

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, while the PCC still has your data;
- 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;

7. Complaints and queries

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us using the details set out below.

Christopher Harding (Churchwarden)

charding@thomasmore.co.uk

Monica Swann (Churchwarden)

swannfamily@hotmail.co.uk

You also have the right to lodge a complaint with the Information Commissioners Office. You can contact the Information Commissioners Office on 0303 123 1113 or online: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or <https://ico.org.uk/global/contact-us/>