

Privacy Policy

Parish of Cowley St John, Oxford

1. Introduction

The Parish of Cowley St John (“the Parish”, “we”, “our”, or “us”) is committed to protecting your personal data and respecting your privacy. This Privacy Policy explains how we collect, use, store, and protect personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the guidance of the Church of England.

This policy applies to all personal data processed by the Parish in connection with worship, pastoral care, safeguarding, volunteering, events, fundraising, communications, heritage and community activities.

2. Who We Are

Parish of Cowley St John

The Parish of Cowley St John includes:

- St Mary & St John Church
- St Alban’s Church
- Parish offices and associated community activities

For the purposes of data protection law, the Parish PCC (Parochial Church Council) is the Data Controller.

3. Contact Details

Parish Office

Parish of Cowley St John

Cowley Road

Oxford

Oxfordshire

Email:

vicar@cowleystjohn.co.uk

Telephone:

07472 909011

Safeguarding Officer

Mrs Miriam Atoro

Email: safeguarding@cowleystjohn.co.uk

Telephone: 07375 623614

4. What Information We Collect

We may collect and process the following types of personal data:

Personal Information

- Name
- Address
- Telephone number
- Email address
- Date of birth (where relevant)
- Emergency contact details

Church and Pastoral Information

- Baptism, confirmation, wedding and funeral records
- Pastoral visiting notes
- Prayer requests
- Ministry involvement

- Volunteer records

Safeguarding Information

Where necessary and lawful, safeguarding-related information may be processed to protect children, young people, and vulnerable adults.

Financial Information

- Gift Aid records
- Donation records
- Bank details for payments or reimbursements

Heritage and Community Activities

- Event registrations
 - Consultation responses
 - Oral history recordings
 - Photographs, audio or video recordings
 - Volunteer participation information
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5. How We Use Your Information

We use personal information to:

- Support worship and ministry
 - Provide pastoral care
 - Administer church activities and events
 - Maintain church records
 - Communicate parish news and updates
 - Manage volunteers and safeguarding requirements
 - Process donations and Gift Aid
 - Deliver heritage, educational and community projects
 - Meet legal and regulatory obligations
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6. Legal Basis for Processing

We process personal data under one or more of the following lawful bases:

- Consent
- Legitimate interests
- Legal obligation
- Vital interests
- Performance of a contract
- Religious organisation exemption under UK GDPR

Sensitive personal data is only processed where lawful and necessary.

7. Sharing Information

We will not sell personal data.

Information may be shared where appropriate with:

- The Diocese of Oxford
- The Church of England
- Safeguarding authorities
- Professional advisers and consultants
- Grant funders where required
- Government agencies where legally required

All third parties are expected to keep personal information secure and confidential.

8. Photographs and Media

Photographs or videos may occasionally be taken during services or events for publicity, heritage, educational, or community purposes.
We will seek consent where appropriate, particularly for identifiable images of children or vulnerable adults.
Anyone wishing not to appear in photographs should notify the Parish Office.

9. Data Security

We take reasonable and appropriate measures to protect personal information from unauthorised access, loss, misuse, or disclosure.

This includes:

- Password-protected systems
 - Restricted access to records
 - Secure storage of paper files
 - Safeguarding procedures
 - Secure disposal of confidential information
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10. Retention of Information

We only retain personal data for as long as necessary.

Some church records (such as baptism, marriage and burial registers) are retained permanently in accordance with Church of England requirements and legal obligations. Other records are periodically reviewed and securely destroyed when no longer needed.

11. Your Rights

Under data protection law you have rights including:

- The right to access your personal data
- The right to request correction of inaccurate data
- The right to request deletion where appropriate
- The right to restrict processing
- The right to object to certain processing
- The right to withdraw consent

Requests should be made in writing to the Parish Office.

12. Safeguarding

The Parish takes safeguarding seriously and may process information where necessary to protect children, young people, and vulnerable adults.

Safeguarding concerns may be shared with statutory authorities where required by law or Church of England safeguarding guidance.

13. Cookies and Website Data

If the Parish website uses cookies or analytics tools, these may collect limited technical information such as:

- IP address
- Browser type
- Pages visited

This information is used to improve website functionality and user experience.

14. Changes to This Policy

This Privacy Policy may be updated from time to time.

The latest version will always be available from the Parish Office or parish website.

15. Complaints

If you are unhappy with how your information is handled, please contact the Parish first.

You also have the right to complain to:

Information Commissioner's Office

[Information Commissioner's Office](#)

Approved by:

The PCC of Cowley St John