



This Privacy Notice is provided to explain what to expect when we collect and process your personal information in relation to photography and/or filming and streaming of church services in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**1. The data controller is: St Paul's Church, Hadley Wood**

**2. For what purpose do we collect your personal information?**

Recording and uploading, or live-streaming services from our church, online, in order to reach out to those who are unable to attend in person, or who wish to participate in our services remotely.

**3. What categories of personal data do we collect?**

Image – We may capture your image whilst filming the church service.

Religious belief – By taking part in the service this may indicate religious belief.

Archiving – certain services may be retained permanently for historic purposes.

**4. How do I give or withhold my consent for my personal information to be collected and processed?**

You may withhold your consent by sitting in a “video free zone” of the church before filming or photography starts. Such areas will be clearly marked by notices in the church.

In the filming areas, once live-streaming or filming has started, or group photographs have been taken consent cannot be withdrawn because your data can't be permanently removed from the internet, nor can a group video or photograph be edited to remove your image.

You may be asked to give explicit (written) consent on behalf of children aged 16 years or under attending with you. Please consider whether they would want their images to be uploaded to the internet.

**5. Who do we share your data with?**

We will be sharing photographs and recorded or live-streamed services with the public, by uploading it to social media and other internet sites, such as YouTube, Zoom, Facebook, etc.

**6. Transfer of data internationally**

This means your data may be stored outside the UK. Each platform has its own privacy policy which describes how your data is used and protected.

**7. How long will we keep your data?**

We will retain your data in line with legal requirements or where there is a need.

**8. What rights do you have in relation to your data?**

Under the General Data Protection Regulation (GDPR), you have a right of access to your data, a right to rectification, to request erasure\* (in certain circumstances) and to restriction of processing\* (in certain circumstances). You also have a right to withdraw consent (where this applies).

\*The rights to withdraw consent, or request erasure or restrict processing are limited, i.e. once the data is uploaded online, we are no longer able to erase or restrict the processing of individual images. In addition, the right to rectification only applies to the processing of your name and contact details, it cannot apply to your image captured on film.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. You can exercise your rights by contacting us at the contact details below.

**9. Questions or Concerns**

If you have any complaints or queries regarding this processing activity or wish to exercise your rights, please contact the Church Administrator at [admin@stpaulshadleywood.org](mailto:admin@stpaulshadleywood.org).

**10. Right to Complain**

You have the right to make a complaint at any time to the Information Commissioner on 0303 123 1113 (local rate), or online at: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>