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## PHOTOGRAPHY AND FILMING PRIVACY NOTICE

### The Parochial Church Council (PCC) of the Collegiate Church of St Mary, Warwick

#### 1. What is the purpose of this notice?

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.

#### 2. Who are we?

The PCC of the Collegiate Church of St Mary, Warwick is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. When and to whom does this notice apply?

The PCC has made the decision to live-stream, or record and subsequently upload, certain services to digital platforms so that those who cannot attend in person may participate remotely. This notice applies to these services. When filming, every attempt is made not to capture the faces of members of the congregation, however this may occasionally happen if people turn around or move around the church during the service. The exception is communion, during which the congregation is not filmed.

Anyone whose personal data is collected must give their consent.

#### 4. The categories of personal data we collect are:

- Image – We may capture your image whilst filming the church service.
- Name and contact details – we will record your name and contact details provided on the Consent Form.

We also process “special categories” of information that may include:

- Religious belief – By taking part in the service this may indicate religious belief.
- Archiving – certain services may be retained permanently for historic purposes.

#### 5. What is the legal basis for processing your personal data?

We collect and use personal data using consent and explicit (written) consent.

By signing the Consent Form, you are consenting to us using your data for the purposes set out above.

**You may withhold your consent by sitting in a “film free area” of the church before filming or photography starts. These areas are the side aisles and the back third of the centre of 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the filming areas, once live-streaming or filming has started, or group photographs have been taken, consent cannot be withdrawn because your data can't be permanently removed from the internet, nor can a group video or photograph be edited to remove your image.**

If you are a regular contributor, your consent will be renewed every 3 years, **but you can withdraw your consent at any time to being filmed in future services by contacting the Parish Office as set out in section 9 below and sitting in the “film-free” area when attending church services if you do not want to be filmed.**

**You may be asked to 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.**

## 6. Sharing your personal data

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 Facebook, YouTube etc.

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 do we keep your personal data?

We will keep your contact data for up to 3 years.

Sunday services will be removed from digital platforms after 7 days, except for certain special services, which may be retained permanently for archival purposes. Life event services will be removed after no longer than 48 hours.

## 8. Your rights and your personal data

You have the following rights regarding your personal data:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to withdraw consent** – You have the right to withdraw your consent as described in section 4 above\*.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete\*.
- **Your right to request erasure** - You have the right to ask us to erase your personal information in certain circumstances\*.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances\*.

\*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. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Office via email [gdpr@stmaryswarwick.org.uk](mailto:gdpr@stmaryswarwick.org.uk).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.