

COVID-19 Privacy Notice

This notice explains how information about you will be used temporarily by St. John's Church during the Covid-19 pandemic crisis to create a list of clergy, staff and visitors to the church and church centre, as requested by the Government in support of [NHS Test and Trace](#).

1. Who we are

Mrs Gill Whatley, the PCC Secretary of St. John the Baptist Church, Rowlands Castle, is the Data Controller, her contact details are below.

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

We collect your data in order to record your visit to St. John's church or church centre to support the [NHS Test and Trace](#), as requested by the Government.

Although we may have your contact details already, 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, staff and visitors who use/visit our church or church centre 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 the disease to prevent onward transmission and the investigation of local outbreaks.

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.

3. Lawful basis

We will use your information lawfully, as explained below:

- **Consent** – We need your consent in order to collect your name and contact details and to share this with [NHS Test and Trace](#) if requested. You will give us your consent by providing your details by completing the Saint John's Covid-19 Track and Trace Consent Form
- **Refusal of Consent** – **You will be unable to attend worship or use the church centre if you do not complete the Track and Trace Consent Form**

You can withdraw your consent at any time by letting us know you no longer want us to keep or share your personal data for the purpose of Test and Trace, however, once

we have given your details to the NHS Test and Trace teams we will no longer be able to prevent processing.

4. Sharing your data

Personal data that is collected will be used only to share with [NHS Test and Trace](#) if requested. It will not be used for other purposes outside of those specified in this Privacy Notice.

5. Data Retention

We will keep your name and contact details and delete/dispose of them when there is no longer a requirement to keep your information, after a maximum of 21 days.

6. Your Legal Rights

Unless subject to an exemption under the GDPR or DPA 2018, 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 church body 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
- The right to obtain and reuse any online personal data to move, copy or transfer it from one IT system to another

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.

Revd Vickie Morgan, at the Parish Office, revvickiemorgan@gmail.com

If you do not feel that your complaint has been dealt with appropriately, please contact Mrs Gill Whatley, Data Controller, admin@saintjohnschurch.org.uk or at the address below.

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/>