

## All Saints' Church, Leek Wootton: GDPR Data Protection Table

<b>Type of Information held</b>	<b>Reason for doing so</b>	<b>Who has access to this</b>
<p>Name, Address, Phone number(s), E-mail address</p>	<p>To enable us to keep in occasional contact about church activities or events and for general pastoral care</p> <p>If your name appears on one of the following church rotas (services, refreshments, flowers, cleaning, annual Posada), it will also appear publicly (name only) when those rotas are published, including on the church website. With permission, contact details will be shared with other members of the rota to facilitate any swapping of duties or the operation of the Posada.</p>	<p>The following Church Office holders: Vicar, Parish Safeguarding Officer, Church Wardens, PCC Secretary, PCC Treasurer, Electoral Roll Officer, Children's Group Leaders, Pastoral Team Leader and Members, Choir Master, Leek Wootton Link editorial and distribution team, and those who fulfil various administrative roles at the request of the Vicar and Churchwardens.</p> <p>These details will only be used for the fulfilling of the officer's role.</p>
<p>Date of Birth Children's names Children's dates of birth Children's Allergy or health needs Photo Permissions</p>	<p>To assist any invitation to age-related activities and for anonymous statistical purposes.</p> <p>To give parental consent for children to be involved in various children's activities run by the church.</p> <p>To give personal or parental consent for photos to be taken by authorised group/event leaders, which may be used in church publicity including website.</p>	<p>The following Church Office holders: Vicar, Parish Safeguarding Officer, Church Wardens, PCC Secretary, PCC Treasurer, Children's Group Leaders.</p> <p>These details will only be used for the fulfilling of the officer's role.</p>
<b>Other information we might gather</b>	<b>Reason for doing so</b>	<b>Who has access to this</b>
<p>Record of attendance at services and groups</p>	<p>For anonymous statistical purposes and for purposes of pastoral care</p>	<p>The following Church Office holders: Vicar, Parish Safeguarding Officer, Children's Group Leaders, Pastoral Team Leader.</p> <p>These details will only be used for the fulfilling of the officer's role.</p>
<p>Bank account details and donations amounts</p>	<p>Statutory accounting purposes including Gift Aid calculations and reporting or for repayment of parochial expenses.</p> <p>This information is only held on paper copies of bank statements or on the on-line banking system of the church bank account and access is highly restricted to relevant church officers.</p>	<p>The following Church Office holders: PCC Treasurer, Church Wardens.</p> <p>These details will only be used for the fulfilling of the officer's role.</p>