**Important Information**

1. **Disclaimer**

The parish of St. Peter’s and St. Raphael’s makes every effort possible to maintain the accuracy of information on this website but cannot accept responsibility for any loss, damage or inconvenience which may occur from the use of this website.

We cannot accept responsibility from external links.

If you find any information that you think may be inaccurate or that causes some concern, please notify us a.s.a.p. on the parish telephone number 0161-338-2575 or by email stpeterstalybridge@btinternet.com

1. **Disability, Health and Safety**

**Disability**

All individuals with disabilities are always welcome at our parish community. We will always ensure that everyone has access within the church building and its surrounding grounds.

There are hand rails located at the church together with a gradual slope path which leads right up to the main church doors. Also, we can accommodate a ramp into the church building and there are spaces within the interior of the building to accommodate wheelchairs.

There is a large print newsletter for those who are visually impaired. And a loop system for those hard of hearing.

We are always looking to improve these facilities so if you feel that we do not have any facility in place then please let us know and we will make every effort to meet your needs.

**Health and Safety**

At St. Peter’s and St. Raphael’s we ensure that health and safety is just as important as everything else. If you have any concerns or issues please speak to Father Philip, Deacon Antony or personnel in the parish office.

Our parish Health and Safety contact are:

Alan Pickles and Stephen Giblin.

**Safeguarding**

The parish takes very seriously the obligation to protect children and vulnerable adults, and all who work with them in any capacity through the Church. All individuals involved in various ministries have been checked by the national Disclosure and Barring Service (DBS). Any concern about the safety of children or vulnerable adults should be addressed to our Parish Safeguarding Representatives:

Pauline and Stephen Giblin who report to the Diocesan Safeguarding Office under the Safeguarding Co-ordinator.

He is based at the Curial Offices, 2 Park Road South, Prenton, Wirral CH43 4UX.

Telephone number is 0151 652 9855 or he can be reached by email at cpva@dioceseofshrewsbury.org.

1. **Privacy Statement**

**Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (“GDPR”) which came into effect on the 25th May 2018.

**Who are we?**

Our parish of St. Peter and St. Raphael is the data controller. This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

St. Peter and St. Raphael’s complies with its legal obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

**We use your personal data for the following purposes**:

• For members of the clergy to provide pastoral care to parishioners

• To inform parishioners of changes to Mass times, celebrations or events

• To administer parish records

• To maintain our own accounts and records including Gift Aid applications

• To assist the parish under the direction of the clergy in planning for the future requirements and needs of the parish

• To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

Processing is carried out by St. Peter and St. Raphael’s for religious aims and personal data which reveals religious belief is classed as sensitive personal data under GDPR, therefore we will collect and store your consent to use your data to contact you by post, email and telephone. You are not obliged to give this consent, but we would like to be able to keep you informed.

**Sharing your personal data?**

Your personal data will be treated as strictly confidential and will NOT be shared with third parties outside of the parish unless you ask us to do so.

**How long do we keep your personal data?**

We will keep your personal data for no longer than reasonably necessary until you leave our parish.

**What are my rights and your personal data?**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data: -

• The right to request a copy of your personal data which St. Peter and St. Raphael’s holds about you.

• The right to request that St. Peter and St. Raphael corrects 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.

• The right to withdraw your consent to the processing at any time.

• The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).

• 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 object to the processing of personal data, (where applicable).

• The right to lodge a complaint with the Information Commissioners Office.

Further processing If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Contact Details:**

To exercise all relevant rights, queries of complaints please in the first instance contact the Office on telephone number 0161-338-2575 or by post at the parish address.