

Diocese of Cape Town

PROTECTION OF PERSONAL INFORMATION PRIVACY NOTICE FOR PARISHES

1 | WHO ARE WE?

We are (name of parish) in the Diocese of Cape Town within the Anglican Church of Southern Africa (ACSA) which presently covers central Cape Town, some of its suburbs and the Island of Tristan da Cunha. We are situated at **(address of parish)**.

2 | WHAT INFORMATION DO WE COLLECT?

We are committed to protecting personal data and respecting the rights of our data subjects (people whose personal data we collect and use).

We process personal data to help us:

- Maintain a database of our church members
 - Provide pastoral support for members and others connected with our church
 - Provide services to the community
 - Safeguard children, young people, and adults at risk
 - Recruit, support and manage staff and volunteers
 - Maintain our church accounts and records
 - Promote our services
 - Maintain the security of property and premises
 - Respond effectively to enquirers and handle any complaints
 - For any fundraising events that might require this information
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3 | WHERE & HOW DO WE COLLECT YOUR INFORMATION?

We always collect personal information directly from you and this will primarily be when you become a priest, member of staff or parishioner in our diocese.

If we do collect any personal information from any other source other than yourself, we will notify you that we have obtained the information, where we obtained the information from, and why we will be using the information. You have the right to object to our processing of this information should you feel that it may prejudice you in any way.

This policy has been approved by (name of parish) leadership team and Parish Council who are responsible for ensuring that we comply with all our legal obligations i.e the POPIA. It sets out the legal rules that apply whenever we gather, process, store or use personal data.
