

St Ursula's Church Privacy Policy

Introduction

St Ursula's Church of Bern ("STU") respects all individual's privacy and is committed to protecting it by complying with this privacy policy ("Policy"). Safeguarding the data entrusted to our care by our congregation as well as all others is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. These policies comply with the Swiss Data Protection Act of 2023.

Data We Collect

We collect personal data that can be used to identify individuals. This data is gathered to keep individuals informed about church life, news, and events, and to manage pledged giving. It is also necessary to fulfill obligations under employment, social security, and social protection laws. We retain data only for current and former congregation members, and those with regular contact for church purposes. Personal information is never shared with third parties without consent.

Data we collect includes:

- Name
- Postal address
- Email address
- Telephone numbers including
 - Home
 - Office
 - Mobile
- Inclusion on the church electoral roll
- Date first database entry
- The date of the last amendment to the entry

If given explicit permission by the individual, we may also collect:

- Spouse or partner's name
- Names of others living at the post address
- Names of children or wards together with
 - Dates of baptism, communion and confirmation
 - Junior church class allocation
 - Affirmation if a safeguarding registration form is held by STU

How We Collect Data

With the exception of children or wards, we collect personal data directly from the individual, not from third parties. For children or wards, information is obtained from the parent or guardian. This data is provided by the individual either in person or through other means such as post, email, direct message, or other electronic methods.

How We Use Personal Data

We require certain personal data for the operation of the church. We use it to

- Provide services for the benefit of the public in the Canton of Bern and adjacent cantons as specified in our constitution
- Administer electoral roll records
- Fundraise and promote the interests of STU
- Manage our employees and volunteers
- Fulfill safeguarding obligations to ensure the safety of young and vulnerable people

- Maintain STU accounts and records (including the processing of pledged giving details)
- Inform individuals of news, events, activities and services running at STU

Disclosure of Personal Data

Personal data will be treated with strict confidentiality and shared only with other church members as needed to provide services to fellow members or for purposes related to the church. Data will only be shared with third parties outside the chaplaincy with explicit consent.

Accessing and Correcting Personal Data

Unless exempt under applicable legislation, all individuals have the following rights regarding their personal data:

- To request a copy of their data.
- To request correction of any inaccurate data.
- To request deletion of data no longer necessary for STU purposes.
- To withdraw consent to data processing at any time.
- To request transmission of data directly to another entity (right to data portability).
- To request a restriction on further processing when there is a dispute concerning the accuracy or processing of the data.

These rights can be exercised by contacting the following address: office@stursula.ch.

Disposing Personal Data

We retain personal data in line with the guidance outlined in the [Records and Information Management](#), available on the Church of England website. Specifically:

- Electoral roll data is retained while it remains current.
- Pledged giving details and associated paperwork are retained for up to 10 years after the end of the calendar year to which they relate.
- Chaplaincy registers (including records of baptisms, marriages, and funerals) are retained permanently.

Data Security

We have implemented technical and operational measures designed to secure personal data from accidental loss and from unauthorized access, use, alteration, and disclosure.

Changes to Our Privacy Policy

STU may change, add, or remove portions of this Policy at any time. The date the Policy was last revised is identified at the bottom of the Policy.

Contact Information

If you have any questions about the STU privacy protection practices, please contact us at office@stursula.ch.

Last modified: January 17, 2025