

DATA PRIVACY NOTICE (MAY 2018)

The Parochial Church Council (PCC) and Priest in Charge of Church of the Holy Rood, Edwalton

1. Your personal data – what is it?

Personal data means data which 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 (the "GDPR").

2. Who are we?

This Data Privacy Notice is provided to you by the Parochial Church Council (PCC) and Priest in Charge of the Church of the Holy Rood, Edwalton, who are the data controllers for your data.

Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice. Whilst the data controllers may need to share the personal data held to carry out their responsibilities, certain special category personal data highlighted below will not be shared by the vicar with the PCC unless there is a legal obligation to do so.

This Data Privacy Notice is sent to you by the PCC on behalf of each of these data controllers. In the rest of this Data Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

3. How do we process your personal data?

The data controllers comply with their obligations under the 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:

- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public in the parish of the Church of the Holy Rood, Edwalton as provided for in the constitution and statutory framework of each data controller;
- To administer membership records;
- To fundraise and promote the interests of the Church of the Holy Rood;
- To manage our employees, role holders and volunteers;
- To manage our contractors and suppliers;
- To maintain our own accounts and records (including the processing of gift aid applications, salaries and expenses, bank payments);
- To inform you of news, events, activities and services running at the Church of the Holy Rood and other churches, non-church group activities, our mission partners and other charities;

- To carry out safeguarding procedures;
 - To share your contact details with the office of the Diocese of Southwell & Nottingham so they can keep you informed about news in the Diocese and events, activities and services that will be occurring in the Diocese and in which you may be interested.
- Priest in Charge only as data controller** - record of pastoral visits

4. What is the legal basis for processing your personal data?

- Explicit consent of you (the data subject) so that we can keep you informed about news, events, activities and services, and process your gift aid donations and keep you informed about Diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the data controller holds about you;
- The right to request that the data controller 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 for the data controllers to retain such data;
- 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), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:
The Church Administrator
Church of the Holy Rood
Village Street
Edwalton
Nottingham
NG12 4AB

Email – edwaltonchurch@yahoo.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.