

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St. Peter's, West Green

1. 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 (the 'GDPR').

2. Who are we?

The PCC of St. Peter's, West Green is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St. Peter's, West Green complies with its 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 some or all of the following purposes:-

- To enable us to meet all legal and statutory obligations (which include maintaining our electoral roll in accordance with the Church Representation Rules);

- To maintain our own accounts and records (including the processing of gift aid applications);

- To inform you of news, events, activities and services running at St. Peter's.

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

Most of our data is processed because it is necessary for our legitimate interests (or the legitimate interests of a third party (such as another organisation in the Church of England)). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interest, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

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 data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

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 we hold about you;

The right to request that we correct 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 us to retain such data;

The right to withdraw your consent to the processing at any time;

The right to request that we transfer some of your data to another controller (the right to data portability). We will comply with your request, where it is feasible to do so, within one month of receiving your request;

The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought;

The right to object to the processing of personal data where applicable;

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 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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Office on 01293 522692 (open Tuesday – Friday 9am -12.30pm). Email: office@stpeterwg.org.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.