

DATA PRIVACY NOTICE

The Parochial Church Council of St Peter & St Paul, Halvergate with Tunstall

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 & St Paul, Halvergate with Tunstall ("the PCC") 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 & St Paul, Halvergate 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 measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To provide pastoral care for parishioners;
- To fundraise and promote the interests of the church;
- To maintain our own accounts and records (including the processing of gift aid applications and the Parish records);
- To inform you of news, events, activities and services running at St Peter & St Paul;
- To share your contact details with the Diocesan office 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.
- To maintain and keep up to date our Church input to the Benefice website and to distribute the Benefice magazine Outlook

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

- Your express consent so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid and the maintenance of Parish records
- Some data is processed in the legitimate interest of the data controller in administering the Parish (except where such interests are overridden by the interests, rights or freedoms of the data subject).
- For personal data which reveals religious belief (classified as sensitive under the GDPR) one of the following will apply:
 - The data will manifestly have been made public by the data subject;
 - Processing is for archiving or historical purposes in the public interest (eg parish Register data)
 - Processing relates only to members or former members or those who have regular contact with us in connection with these purposes and does not involve disclosure to a third party without consent;

- Explicit consent of the data subject has been obtained.

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 PCC holds about you;
- The right to request that the PCC 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 PCC to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 lodge a complaint with the Information Commissioners 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 PCC Secretary Mrs P A Butcher at The Weavers’ Barn, Squires Road, Halvergate NR13 3PZ

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.

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/more/libraries-and-archives/records-management-guides>

CONSENT

By signing this form I confirm that I have read this Notice and that I consent to the PCC holding and processing my personal data for the purposes specified in paragraph 3 above.

Signed

Dated

Name (print)

Address

Telephone number

Email address