

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St John the Baptist, Holywell-cum-Needingworth

#### 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 Parochial Church Council of St John the Baptist, Holywell-cum-Needingworth ('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 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 the following purposes:

- To provide pastoral care to members of the parish.
- To enable us to provide a voluntary service for the benefit of the public in our Parish ('the Parish') and the Meridian Benefice (the Benefice) which includes the Parishes of St Mary's, Bluntisham-cum-Earith and St Helen's, Colne.
- To administer records of you as members of the parish;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To contact you to conduct research about your opinions of current services, of potential new services or changes.
- To inform you of news, events, activities and services running in the Parish and Benefice;
- With your specific consent, 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.

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

- Legitimate Interests.
  - o Processing is carried out by the parish as a not-for-profit body with a religious aim provided: the processing relates only to members or former members (or those who have regular contact with it in connection with this purpose); and
  - o there is no disclosure to a third party without consent unless it is required to meet legal obligations (for example Safeguarding or tax obligations).
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

- Explicit consent of you as the data subject so that we can keep you informed about news, events, activities and services .

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared within the PCC as data controller 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<sup>1</sup>?**

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 in accordance with HMRC regulations; 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 to request that the data controller provide you with your personal data.
- 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. This would apply where we have relied on the grounds of ‘*legitimate interests*’ to process your personal data. In the event of an objection, we would pause that action on your data to resolve the problem. However, we would be obliged to continue to process data if it were in the public interest or exercise of official authority. As an example, an objection would not hold up the forwarding of Marriage Register Information to the Registration authority as this is a legal requirement.
- 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.

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<sup>1</sup> 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>

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary at [HcN@meridianbenefice.org.uk](mailto:HcN@meridianbenefice.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.