

# Parochial Church Council of the Ecclesiastical Parish of All Saints' Sidmouth

## Data Privacy Notice

Adopted 09/01/2018

### 1. Introduction to this notice

To operate efficiently, the Church collects, uses, stores and manages personal data of those individuals who are regularly involved in the church's services, events and activities. The new General Data Protection Regulation (GDPR) requires that we tell individuals what we are doing with the information. The GDPR sets out the information that we should supply to individuals and when.

What we must tell people depends on whether we obtained the personal data direct from them or got it from somewhere or someone else.

Under the GDPR, the information we supply about the processing of personal data must be:

- Concise, transparent, intelligible and easily accessible;
- Written in clear and plain language, particularly if addressed to a child; and
- Free of charge.

The purpose of this notice is to tell you what personal data that we hold and what we do with it.

### 2. Definitions used in this notice

**Personal data** is information about a living individual which can identify that individual.

**Processing** is anything done with or to personal data, including storing it.

The **data subject** is the person about whom personal data is processed.

The **data controller** is the person or organisation (in our case the PCC) who determines the how and what of data processing.

### 3. 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).

### 4. Who are we?

The PCC of All Saints' Church, Sidmouth is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 5. How do we process your personal data?

The PCC of All Saints' Church, Sidmouth 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 may use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in accordance with our charity constitution;
- To administer an Electoral Roll and maintain a church directory;
- To maintain records for the purposes of safeguarding children and vulnerable adults;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers, which includes paying salaries and reimbursing expenses;
- To maintain our accounts and records (including the processing of giftaid records and Standing Order Mandates);
- To inform you of news, events, activities and services organised or supported by All Saints' which are happening at All Saints' or elsewhere;
- To report on past events, activities and services, of which some reporting may include the use of images;
- To share your contact details with the Diocesan office. (This applies to employees, some members of the PCC and members of our Safeguarding Team only).

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

The Data Protection Act says that at least one of 6 conditions must be met for personal data to be processed fairly. The 3 most relevant to the processing of personal data by churches are:

- The explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out legal or statutory obligations, particularly for our employees;
- Processing is carried out by a not-for-profit body which exists for a religious purpose 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.

## 7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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 church with your consent.

## 8. 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; giftaid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

## 9. 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 of All Saints' holds about you;
- The right to request that the PCC of All Saints' 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 of All Saints' 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 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 you and in either case the data controller processes the data by automated means*].
- 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 Commissioners Office.

## 10. 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.

## 11. Further information

The Information Commissioner's Office publishes useful and up-to-date guidance in relation to all aspects of privacy law – including data protection – See <https://ico.org.uk/for-organisations/data-protection-reform/>

## 12. Contact Details

To exercise all relevant rights, queries of complaints, in the first instance, please contact the PCC Secretary.

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.