

DATA PRIVACY NOTICE

ST PETER'S PAROCHIAL CHURCH COUNCIL OF ADDINGHAM

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 2016/679 (the "GDPR").

Who are we?

St Peter's Parochial Church Council ("St Peter's") is the data controller and its contact details are noted below. This means it decides how your personal data is processed and for what purposes.

How do we process your personal data ?

St Peter's 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: -

- For members of the clergy to provide pastoral care to my parishioners;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer records of the church membership and membership of voluntary groups within the church such as the choir and the bellringers;
- To fundraise and promote the interests of the Church;
- To manage our employees and volunteers;
- To maintain our own accounts and records.
- To operate the St Peter's web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at the Church
- To process gift aid applications.

What is the legal basis for processing your personal data?

These fall under either article 6 or article 9 of the regulations. These are set out separately below.

Article 6 processing

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in St Peter's;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Article 9 Processing

- Explicit consent of the data subject
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent;
- 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;
- Processing relates to personal data manifestly made public by the data subject;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for reasons of substantial public interest;
- Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems or a contract with a health professional;
- Processing is necessary for the reasons of public interest in the area of public health;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with members of the congregation where necessary. In the unlikely event that we share your data with third parties outside of the parish we will request your express consent.

How long do we keep your personal data ?

We keep your personal data for no longer than reasonably necessary. In most cases this will be six years but this could be extended if the data is required for legal claims or complaints or for safeguarding purposes.

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 St Peter's holds about you;
- The right to request that St Peter's 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 St Peter's to retain such data;
- The right to request that St Peter's provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller,
- 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;

Complaints

You have the right to lodge a complaint with the Information Commissioners Office

You can contact the Information Commissioners Office by phone 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.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Treasurer, Ian Hepworth, at either ian@gwhitaker.co.uk or on 01943 430536 or 07564 219432.