

Data Privacy Notice
For
Rev. Mark Close and The Parochial Church Council (PCC) of
St. Philip and St. James, Hucclecote, Gloucester.

1. Your personal data - What is it?

Personal data relates to a living person who can be identified from that data. Identification can be by the information alone or that which can be taken from any other information in the data controller's possession. Any processing or use of your personal data is governed by the General Data Protection Regulation. (Referred to elsewhere in this document as the 'GDPR')

2. Who are we?

The PCC of St. Philip and St. James Church, Hucclecote, Gloucester is the data controller. This means it decides how your data is processed and for what purposes. (Details of how to contact the PCC can be found in item 9 of this document).

3. How do we process your personal data?

The PCC of St. Philip and St. James complies with its obligations under the GDPR by keeping personal data up to date; storing securely and destroying it securely, by not collecting or retaining excessive or unnecessary information and by protecting data from loss, misuse, unauthorized access and disclosure and by ensuring that appropriate technical measures such as encryption are in place to protect any personal data we hold.

We use your personal data for the following purposes:-

- To enable us to provide a voluntary service for the benefit of the public in the Parish of St. Philip and St. James, Hucclecote as specified in our constitution
- To administer membership records
- To inform you of news, events, activities and services being held at the church
- To share your contact details with the diocesan office so that they can keep you informed about news, events, activities and services in the diocesan area that might be of interest to you
- To fundraise and promote the interests of the PCC and the church
- To manage employees and volunteers
- To maintain our accounts and records (Including the processing of gift aid applications)
- To contact individuals via surveys to solicit their opinions about specific church activities or services

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and similarly keep you informed about diocesan news, events, activities of services
- Processing data in respect of gift aided donations
- Processing data and carrying out any legal or financial obligations related to direct employment by the PCC
- Processing data as required under any social protection law
- Processing data related to any relevant legislation concerning the safeguarding of children and vulnerable adults

- Processing is carried out by 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 those purposes)
 - there is no disclosure to a third party without consent

5. Sharing your personal data

All data held about you will be treated as 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 other purposes connected with the church. Information will only be shared with third parties outside of the parish with your explicit consent.

6. How long is your personal data held?

Data will be kept 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, a link for which can be found at the bottom of this document.

- Specifically, the PCC will retain electoral roll data while it is still current
- Gift aid declarations and associated paperwork for up to six years after the calendar year to which it relates
- Parish registers (baptisms, marriages and funerals) will be held permanently.

7. Your rights and your personal data

Unless subject to any exemptions 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 St. Philip and St. James Church, Hucclecote, Gloucester holds about you.
- The right to request that the PCC of St. Philip and St. James Church, Hucclecote, Gloucester corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your data is erased when it is no longer necessary for the PCC of St. Philip and St. James Church, Hucclecote, Gloucester to retain such data.
- The right to withdraw your consent to the use of your personal data at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller. (This right is known as the right to data portability)
- 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 any further processing.
- The right to object to the processing of personal data
- 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 any 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 any new processing.

9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at Church Office, The Stone Building, St. Philip and St. James Church, Larkhay Road, Hucclecote, Gloucester GL3 3NS

Email: stpandstj.hucc@mail.com

Tel: 01452 372177

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/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

The Information Commissioner's Office can be contacted on 0303 123 1113 or via email; <https://ico.org.uk/global/contact-us/email/> or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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