

# DATA PRIVACY NOTICE (MAY 2018)

## The Parochial Church Council (PCC) of St Giles' Church, West Bridgford and the Rector of St Giles' Church, West Bridgford

### 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?

This Data Privacy Notice is provided to you by the Parochial Church Council (PCC) of St Giles' Church, West Bridgford and the Rector of St Giles, West Bridgford who are the data controllers for your data. Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice. Whilst the data controllers may need to share the personal data held to carry out their responsibilities, certain special category personal data highlighted below will not be shared by the Rector with the PCC unless there is a legal obligation to do so. This Data Privacy Notice is sent to you by the PCC on behalf of each of these data controllers. In the rest of this Data Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

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

The PCC of St Giles' Church, West Bridgford 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 minister to you and provide you with pastoral and spiritual care and to organise and perform services to you such as baptisms, weddings and funerals;
- To deliver the Church's mission to our community, and to carry out any other voluntary activities for the benefit of the public in the parish of St Giles, West Bridgford;
- To administer membership records;
- To fundraise and promote the interests of St Giles, West Bridgford;
- To manage our employees, role holders and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications, salaries, expenses and bank payments);
- To inform you of news, events, activities and services running at St Giles, West Bridgford;
- To carry out safeguarding procedures;
- To see your views and comments;
- To hire our hall in line with our terms and conditions.

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

- Our primary basis is explicit consent of the data subject so that we can undertake the purposes listed above. Our consent form can be found here: <http://www.stgilesparish.com/data-protection.html>
- Some of our processing is necessary for compliance with legal obligation; for example, Church Representation rules for the electoral roll or the publication of banns.
- As a not-for-profit body with a religious aim, processing is also carried out 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.

## 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 data?

We keep data in accordance with the Church of England guidance set on their website:

[https://www.churchofengland.org/sites/default/files/2017-11/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf)

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax 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 of St Giles' Church, West Bridgford holds about you;
- The right to request that the PCC of St Giles' Church, West Bridgford 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 St Giles' Church, West Bridgford 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 (the data subject) 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 data subject 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.

## 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 of complaints please in the first instance contact the Church Administrator at [admin@stgilesparish.com](mailto:admin@stgilesparish.com) or 07948 834250 or St Giles Church, Church Drive, West Bridgford NG2 6AY.