

Wickford and Runwell Parochial Church Council (PCC)

DATA PRIVACY NOTICE

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.

2. The legal basis for processing personal data

The processing of personal data is governed by the General Data Protection Regulation (the GDPR). The PCC is the data controller. This means it decides how your personal data is processed and for what purposes. This document presents the agreed policy of the PCC in relation to the processing, storage and retention of personal data. It will be reviewed annually.

We are a not-for-profit, religious body. The GDPR provides the legal basis on which such bodies we are permitted to process personal data: no consent is required where data is processed for a legitimate activity by such a body and relates to members, former members or those who have regular contact with us for our core religious function, and there is no disclosure to a third party without consent. The vast majority of the personal data we process falls in this area.

The GDPR also allows the processing of data for the carrying out of legal obligations in relation to Gift Aid. It allows for the processing of personal data for other purposes once explicit consent had been obtained.

3. What we use your personal data for

The overarching purpose for which we process personal data is to enable us to provide spiritual and pastoral care for the church community and the wider parish. We do this through regular services, pastoral ministry related to funerals, weddings, baptisms, and outreach (projects like Meet and Make, Open the Book), for example.

In support of the overarching purpose, personal data would be processed to:

- enable pastoral ministry and support related to occasional offices
- enable us to organise rotas, small groups and communicate about the work of these groups, and manage volunteers
- enable to maintain appropriate safeguarding arrangements
- administer membership records, including the Electoral Roll
- maintain our own accounts and records (including the processing of gift aid applications)
- inform members or those in contact with us as a result of a service or outreach project of relevant events, activities and services running in the parish

4. 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.

5. How do we store and how long do we keep 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 measures are in place to protect personal data.

We keep data in accordance with our legal obligations and the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website.ⁱ

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; and parish registers (baptisms, marriages, funerals) permanently.

6. 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 this 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, 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 lodge a complaint with the Information Commissioners Office.ⁱⁱ

Where processing is based on legitimate interests:

- The right to object to the processing of personal data

Where processing is based on consent:

- The right to withdraw your consent to the processing at any time
- [Where relevant] 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, (known as the right to data portability)

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this document, the PCC 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.

8. Contact Details

Please in the first instance contact the PCC Secretary at wickfordrunwellparish@outlook.com if you have any queries or wish to exercise a right under paragraph 6 above.

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Document Control		
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ⁱ 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-managementguides>

ⁱⁱ 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.