

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Francis of Assisi, West Wickham

1. Your personal data – what is it?

Personal data relates to any information about a living individual that enables them to be identified from that data (for example a name, photographs, email address or address). 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 Privacy Notice is provided by the PCC of St Francis' (contact details below) and it is the data controller for your information. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Francis' 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 enable us to meet all legal and statutory obligations (including maintaining and publishing our electoral roll in accordance with the Church Representation Rules and carrying out safeguarding procedures);
- To minister to you and provide pastoral and spiritual care (such as visiting when you are ill or bereaved) and to organise life events for you, such as baptisms, weddings and funerals.
- To deliver the church's mission to our community and to enable us to provide a voluntary service for the benefit of the public;
- To administer membership records;
- To fundraise and promote the interests of the church and charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Francis' and to keep you informed about other events and activities happening elsewhere in the diocese;
- To seek your views or comments.

4. The legal basis for processing your personal data will be one or more of the following:

- Your own explicit consent so that we can keep you informed about news, events, activities and services.
- Where processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Where processing is carried out in relation to our members or former members (or those who have regular contact with us 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. Retention of personal data

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. In general data we will keep data only for as long as we need it.

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 Francis' holds about you;
- The right to request that the PCC of St Francis' 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 Francis' to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that we transmit some of your data 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;
- 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 PCC Secretary at stfranciswwgdpr@gmail.com .

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.