

Data privacy notice

The Vicar and Parochial Church Council (PCC) of St Peter's, Maney

1. Your personal data – what is it?

Personal data is any information relating to an identified or identifiable natural person [data subject]. The processing of personal data is governed by the United Kingdom - General Data Protection Regulation (the UK- GDPR) and the Data Protection Act 2018.

2. Who are we?

The PCC of St Peter's Maney, and the Vicar of St Peter's Maney, are each Data Controllers (contact details below). This means that they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Vicar and the PCC of St Peter's Maney comply with their obligations under the UK- GDPR by collecting and storing personal data legally, keeping it up to date; storing and destroying it securely; protecting personal data from loss, misuse, unauthorised access and disclosure and by allowing you as a Data Subject to exercise your right to opt out of data processing or to request a copy of data held about you.

We use your personal data for the following purposes: -To enable us to provide Christian ministry, services and pastoral care within the Church of England and the Diocese of Birmingham

- To administer membership records of the church, known as the Electoral Roll
- To enable people to be married, baptised, confirmed or funerals to be held, and registers kept to comply with legal requirements
- To safeguard children, young people, vulnerable adults and all at St Peter's
- To fundraise and promote the interests of the church, which is a registered charity, and for other charities chosen each year
- 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 Peter's
- To enable the Care Team to pastorally care for members of St Peter's

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

The Vicar and the PCC of St Peter's Maney may process your data on a variety of legal bases:

- Where you have a contract, such as hire of church premises or sale of event tickets
- Where there is a legal requirement to hold the data – such as gift aid, marriage and baptism records, Electoral Roll
- Legitimate interests – if you are a regular church member, committee member or volunteer we will keep you informed about church events, meetings and rotas. If you have provided personal data about a marriage or baptism, this will be used to make arrangements for the event
- Vital interests – if you have a life-threatening medical emergency, we may disclose personal data if we have it such as date of birth, next of kin and medical details to emergency services if this would help your care
- Consent – if none of the above conditions apply, we will ask for your consent to process your data
- Some of the data we process may fall under the 'special categories' of data, mainly religious belief, and medical conditions for children or vulnerable adults. Special care will be taken with this data and it will not be shared outside the church without your consent
- For data about children – the new Regulations state that young people aged 13 and over can give their own consent; younger children must have consent given by a parent or carer

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 church members or for purposes connected with the church. Data may be shared between the PCC and the Vicar, other church officers (officers may be staff or volunteers) and the Diocese of Birmingham.

Data may be shared with other bodies for legal purposes; for example details of your gift aid donations will be shared with HM Revenue and Customs for the purpose of claiming a tax refund, and details of those married in church will be shared with the Register Office; checks for volunteers may be made to the Disclosure and Barring Service (DBS).

6. Storing your personal data

Your data may be held in the Parish Office or the Vicarage office, but in common with many other organisations which rely on a large number of volunteers, some personal data will be held by members of the church in their homes. The Data Protection Policy ensures that this data is

held, processed and deleted securely. Your data might be stored or processed on secure third party systems.

7. How long do we keep your personal data?

This varies depending on the data. In general, data will be deleted once it is no longer current or needed.

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. Information related to safeguarding may be kept for up to 75 years.

8. Your rights and your personal data

Unless subject to an exemption under the UK-GDPR, you have the following rights with respect to your personal data: –

- The right to request a copy of your personal data which the Vicar and the PCC of St Peter's Maney hold about you
- The right to request that the Vicar and the PCC of St Peter's Maney correct 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 Vicar and the PCC of St Peter's Maney to retain such data – note that there are legal reasons why this may not be possible
- The right to withdraw your consent to the processing at any time
- 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 Commissioner's Office [the Information Commissioner's Office is the UK's independent supervisory authority on data protection].

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing. Where necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise your rights under section 8 above, or for any Data Protection queries or complaints, please contact: St Peter's Church, Maney Hill Road, Sutton Coldfield, B72 1JJ.
Email officestpetersmaney@yahoo.co.uk or telephone 0121 355 6952. If writing or telephoning please state that your query relates to data protection.

You can contact the Information Commissioner's 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.

Final version approved by PCC 20.07.2021