



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Nicholas' Church, Burton

At St Nicholas' Church we are committed to maintaining the trust and confidence of your data which we keep in a database which we use to plan meetings and services, issue communications, organise rotas, arrange children and youth work and much more.

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?

The PCC of St Nicholas' Church, Burton (which also incorporates the fundraising group 'The Friends of St Nicholas' Church'), is the data controller (contact details are provided below). 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 Nicholas' Church, Burton incorporating 'The Friends of St Nicholas' Church' 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 or misuse or 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 provide a voluntary service for the benefit of the public;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records including the processing of Gift Aid applications and claims;
- To inform you of news, events, activities and services at St Nicholas' Church, Burton;
- To operate and manage the St Nicholas' Church website.

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 and services;
- 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;
- We have a legal obligation to hold certain data for the purpose of Safeguarding and protecting children and vulnerable adults;
- We do not disclose your data to a third party without consent unless required to do so by law.

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 not share your data with any third parties either within or outside of the parish without your consent.

6. How long do we keep your personal data?

We keep data 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 [see footnote for link]. 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.



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 Nicholas' Church, Burton holds about you;
- The right to request that the PCC of St Nicholas' Church, Burton 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 Nicholas' Church, Burton to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provides the data subject with their personal data and where possible, to transmit that data directly to another data controller (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 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 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

The Data Controller is:

The Parochial Church Council (PCC) of St Nicholas' Church, Burton
The Vicarage, Vicarage Lane, Burton, Neston, CH64 5TJ

To exercise all relevant rights, queries or complaints, in the first instance please contact:

Dr John Vinson, PCC Secretary, Treetops, Hill Court, Ness, Neston, Cheshire, CH64 4EN

Amendments:

You may withdraw or change any consent you have given at any time by contacting the Data Controller's Administrator via email to burtonchurchcomms@btinternet.com or by writing to the Data Controller, St Nicholas' Church PCC, The Vicarage, Vicarage Lane, Burton, Neston, Cheshire, CH64 5TN

Complaints:

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

Church of England:

www.churchofengland.org

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