

DATA PRIVACY NOTICE

Christ Church Community Project (CCCP) (*Serving the community of Matchborough*)

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 trustees of the Christ Church Community Project are the data controller (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The trustees of CCCP, 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 provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership and user records;
- To the interests of the 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 run by CCCP or Christ Church.
- To share your contact details with Christ Church so they can contact you or your next of kin in case of need.

4. Visitors to the Website

Please note that the website belongs to and is administered by Ipsley Parish.

Google Analytics

When someone visits www.ipsley.org we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Cookies

You can find out more about how we use cookies on our [cookies page](http://www.ipsley.org/cookies.php).
(<http://www.ipsley.org/cookies.php>)

5. 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, activities and services and process your gift aid.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members, former members or users (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members/users of the CCCP charity in order to carry out a service for purposes connected with the charity. We will only share your data with third parties outside of the charity with your consent.

7. How long do we keep your personal data¹?

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]. Our aim is to keep data for no longer than it is needed, but some data may need to be kept for tax purposes or safeguarding and is subject to appropriate legal requirements.

8. 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 trustees of CCCP hold about you;
- The right to request that the trustees of CCCP, 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 trustees of CCCP, 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 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), (where applicable).
- 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).
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

¹ 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-management-guides>

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.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Trustees of CCCP at The Christ Church Office, Christ Church, Ryton Close, Matchborough West, Redditch, B98 0EW; 01527-460400; ChristChurchCommunityProject@ipsley.org.

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.