

## **DATA PRIVACY NOTICE**

### **The Parochial Church Council (PCC) of St Mary's Church In the Parish of Partington and Carrington**

#### **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 Parochial Church Council (the "PCC") of St. Mary's Church, in the parish of Partington and Carrington is the data controller for the administration of the parish. The Priest-in-Charge Rev. Dr Andrew Knight is the controller for data processed in relation to pastoral care for church members and the residents of the parish. The Priest-in-Charge is also a member of the PCC.

#### **3. How do we process 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 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 our parish;
- To administer membership records of the church and small groups run by the church;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (specifically including the processing of Gift Aid applications);
- To inform you of news, events, activities and services organised by, or relevant to, the parish;
- To comply with all legal obligations regarding maintaining an Electoral Roll and pertaining to Safeguarding of children and vulnerable adults;

#### **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 the church's news, events, activities and services; process your gift aid donations; and keep you informed about diocesan events.

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by us, as a not-for-profit body with a religious aim provided:
  - (i) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
  - (ii) 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 particular tasks, such as pastoral care, financial administration, organising a church event or record keeping etc. We will only share your data with third parties outside of the parish church with your consent.

## 6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by the Church of England (see reference below). 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 and churchyard burials) permanently. In addition the Priest-in-Charge and designated pastoral workers will keep pastoral visiting records for up to 6 years after the last visit or meeting with a parishioner. Records of compulsory safeguarding Disclosure and Barring Service (DBS) checks are kept only whilst still valid and the person concerned is active in that role, whilst records of safeguarding incidents or concerns are kept indefinitely.

## 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. Any request must be made in writing and addressed to the Data Controller:

- The right to request a copy of your personal data which the 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 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; [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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; [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 or complaints please in the first instance contact the Priest-in-Charge:

Rev. Andrew Knight  
The Vicarage  
St Mary's Church  
Manchester Road  
Partington  
Manchester  
M31 4FB

tel: 0161 775 3542

e-mail: [revandrew@stmaryspartington.org.uk](mailto:revandrew@stmaryspartington.org.uk)

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>

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.

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**Revised January 2019**