

## DATA PRIVACY NOTICE

### THE PAROCHIAL CHURCH COUNCIL (PCC) OF ST EDMUND'S ROUNDHAY

#### 1. Your personal data - what is it?

- 1.1. 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 ("GDPR").

#### 2. Who are we?

- 2.1. The Parochial Church Council of St Edmund's Roundhay ("PCC") is the data controller (contact details below). This means that the PCC decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

- 3.1. The PCC complies with its obligations under the GDPR by:

- 3.1.1. keeping personal data up-to-date;
- 3.1.2. storing and destroying it securely;
- 3.1.3. not collecting or retaining excessive amounts of data;
- 3.1.4. protecting personal data from loss, misuse, unauthorised access and disclosure;  
and
- 3.1.5. ensuring that appropriate technical measures are in place to protect personal data.

#### 3.2. We use your personal data for the following purposes:

- 3.2.1. To enable us to provide a voluntary service for the benefit of the public within the parish of Roundhay and surrounding areas;
- 3.2.2. To administer records relating to:
  - 3.2.2.1. Clergy;
  - 3.2.2.2. Licensed Lay Ministers;
  - 3.2.2.3. Pastoral Assistants;
  - 3.2.2.4. PCC Officers and members of PCC sub-committees;
  - 3.2.2.5. Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion);
  - 3.2.2.6. Employees;
  - 3.2.2.7. Volunteers whose activity is connected to the church.
- 3.2.3. To administer membership records;
- 3.2.4. To fundraise and promote the interests of St Edmund's and the organisations it supports;

- 3.2.5. To promote and administer bookings and hires of the church and church hall;
- 3.2.6. To maintain our own accounts and records (including the processing of gift aid applications);
- 3.2.7. To provide certain required regulatory information to the Charities Commission;
- 3.2.8. To inform you of news, events, activities and services running either within St Edmund's or further afield through:
  - 3.2.8.1. Mailings (by email and/or hard copy);
  - 3.2.8.2. Mailchimp (an email distribution service from which you can unsubscribe at any time)
- 3.2.9. To share your contact details with the Diocesan Office so that they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese;
- 3.2.10. To operate the St Edmund's Roundhay website and social media pages;
- 3.2.11. To contact individuals via surveys to conduct research about their opinions of current services or of potential new services or to seek ad hoc offers of help for the purposes of running activities of the church;
- 3.2.12. Our processing also includes the use of:
  - 3.2.12.1. CCTV for the prevention of crime;
  - 3.2.12.2. Livestreaming equipment for the purposes of transmitting services and activities to social media;

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

##### **4.1. Article 6 and Article 9 processing:**

- 4.1.1. Explicit consent of you (the data subject) so that we can keep you informed and contact you about news, events, activities and services, and process your gift aid donations, and keep you informed about diocesan events;
- 4.1.2. Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 4.1.3. Processing that is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, for instance relating to church or hall hires, or the take on of new employees;
- 4.1.4. Processing relates to personal data manifestly made public by the data subject;
- 4.1.5. Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes;



4.1.6. Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- 4.1.6.1. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- 4.1.6.2. there is no disclosure to a third party without consent.

## **5. Sharing your personal data**

5.1. Your personal data will be treated as strictly confidential and will only be shared with other members and/or employees 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 with your consent, subject to the exceptions at 5.2 and 5.3 below:

### **5.2. Livestreaming & Website:**

- 5.2.1. Your consent is implied if you provide audio, video, photographic or other data material for the purposes of being published on the St Edmunds Roundhay website or social media pages;
- 5.2.2. The church livestreams services and events from time to time in accordance with its Livestreaming policy (a copy of which is found on St Edmunds website and on the noticeboard in church). Seating in church which is NOT captured by video-recording equipment is clearly marked. The PCC can only guarantee anonymity from the live streaming video in that marked seating.

### **5.3. CCTV**

- 5.3.1. The church has CCTV (externally on the building) for the purposes of crime prevention. Areas covered by CCTV have notices in the vicinity to this effect. Recordings may be passed to third parties (such as the police) if a crime is suspected or a request is made by the police.

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

- 6.1. 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 Anglican Diocese of Leeds website at: [https://www.leeds.anglican.org/sites/default/files/care\\_of\\_parity\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://www.leeds.anglican.org/sites/default/files/care_of_parity_records_keep_or_bin_-_2009_edition.pdf)
- 6.2. Specifically, we retain electoral roll data whilst it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar date to which they relate; and parish registers (such as baptisms, marriages, funerals) permanently.

## **7. Your rights and your personal data**

- 7.1. Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:
  - 7.1.1. The right to request a copy of your personal data which the PCC holds about you;
  - 7.1.2. The right to request that the PCC corrects any personal data if it is found to be inaccurate or out-of-date;
  - 7.1.3. The right to request your personal data is erased where it is no longer necessary for the PCC to retain such data;

- 7.1.4. The right to withdraw your consent to the processing at any time;
- 7.1.5. The right to request that the data controller provide the data subject with his/her/their personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- 7.1.6. 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;
- 7.1.7. The right to object to the processing of personal data, (where applicable);
- 7.1.8. The right to lodge a complaint with the Information Commissioners Office.

## 8. Further processing

- 8.1. If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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

- 9.1. To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary: Jean Livesey c/o St Edmund's Church, Lidgett Park Road, Roundhay, Leeds, West Yorkshire LS8 1JN.
- 9.2. Alternatively, you can contact the Information Commissioners Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
 Telephone Number: 0303 123 1113  
 E mail: <https://ico.org.uk/global/contact-us/email/>

This Data Privacy Notice was adopted by St Edmund's PCC on:

.....6<sup>th</sup> May 2021.....[DATE]

Signed for and on behalf of the PCC by:

.....EAM Smith.....[SIGN]

.....Mrs Elizabeth Anne Marson Smith.....[PRINT NAME]