

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St. John's Church Donisthorpe and Incumbent (for the time being*)

*** The incumbent/ Team Rector post is currently unfilled and most likely will be disestablished at some time in the future. Incumbent responsibilities relating to Data Privacy as outlined in this document are for the time being vested in The Area Dean.**

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. John's Church and Incumbent (for the time being*) are data controllers in common (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 PCC of St. John's Church and Incumbent (for the time being*) complies with 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 Parishes
- To administer membership records;
- To administer, process and recover Gift Aid;
- To fundraise and promote the interests of St. John's Church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the Parish Giving Scheme);
- To inform you of news, events, activities and services running at St. John's Church and across the Woodfield Team;
- To provide pastoral care as required
- To share your contact details with the diocesan office so that they can keep you informed about diocesan events, activities and services that you may be interested in.
- To process Bookings and Payments for Hire of Premises relating to 'Village Heart @ St. John's' and maintain records of same.

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

- Processing is carried out by a not-for-profit body with a religious aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - There is no disclosure to a third party without consent.
- Processing is necessary for the legitimate interests of the data controller or third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
- Processing is necessary for the performance of a contract, with the data subject or take steps to enter into a contract, e.g. relating to Wedding and Funeral Ministry
- Processing is necessary for the performance of any contract for Hire of Premises through 'Village Heart @ St. John's' arrangements.

- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

Where the above do not apply we will seek explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.

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 or the diocese in order to carry out a service to other church members or for purposes connected with the church. We will never otherwise share your data with third parties outside of the parish without your explicit consent unless we are legally required to do so.

6. 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].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently. Data relating to Hire of Premises is retained for 7 years.

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. John’s Church and/or Incumbent (for the time being*) holds about you;
- The right to request that the PCC of St. John’s Church and/or incumbent (for the time being*) 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. John’s Church and/or Incumbent (for the time being*) to retain such data;
- 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 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 withdraw your consent to the processing at any time
- 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 of complaints please in the first instance contact the Area Dean:

Revd. Gillian Pinnington

Christ Church Vicarage

28 London Road

Coalville

Leicestershire

LE67 3JA

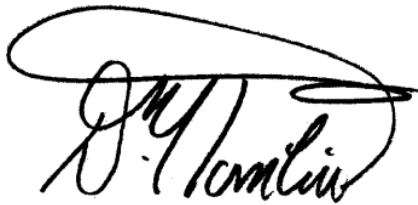
Tel: 01530 839535

Email: areadean@nwldeanery.org.uk

Readopted at Parochial Church Council Meeting:

Date 4th June 2024

Signed

A handwritten signature in black ink, appearing to read 'D. Tomlin', with a large, sweeping flourish above the name.

(Lay Chair)

Name: DEREK TOMLIN

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>