

St. Thomas' Church, High Lane Parochial Church Council

Data Privacy Notice

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 controller's possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The PCC of St Thomas', High Lane is the data controller (contact details 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 at St. Thomas', High Lane 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 High Lane, Stockport;
- To administer membership records;
- To fundraise and promote the interests of the Church;
- To manage employees (currently none), suppliers and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Thomas';
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the Diocese and in which you may be interested.

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, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or other contractual matters;

- Processing is necessary for carrying out obligations under Ecclesiastical law or other similar legal obligations;
- The processing is in accordance with the legitimate interest of St. Thomas' in supporting and promoting the work of the Church of England in the Parish of High Lane;
- 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.

5. Sharing your personal data.

Contact details for certain official roles within the Parish may be shared widely including the general public. Where this is the case we will clearly indicate this and people will be given the opportunity to provide alternative contact details or restrict public access to certain information. Examples of this data being made widely available include the publishing of the Parish Magazine and the Electoral Roll. Enquiries for how to contact people whose personal data is not published will not be answered without that person's consent.

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 only share your data with third parties outside of the parish with 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.

For example, 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. Other documents are retained according to the Policy mentioned above.

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 Thomas', High Lane holds about you;
- The right to request that the PCC of St Thomas', High Lane 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 Thomas', High Lane to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the PCC of St. Thomas', High Lane 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 PCC of St. Thomas', High Lane 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 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.

To exercise all relevant rights, queries or complaints please in the first instance contact the **PCC Data Protection Officer** at **st.thomas03@btinternet.com**.

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