

**DATA PRIVACY NOTICE
GENERAL DATA PROTECTION REGULATION**

St Mary's Church, Willingdon and the Trees
Charity no. 1133784

Your personal data – what is it?

Personal data is information on a living individual (the "**data subject**") which enables the identification of that individual. Identification can be by the information alone or in conjunction with any other information that is available.

The **processing** of personal data (which is any collection, handling, storage or deletion) is currently governed by the European Union's General Data Protection Regulation 2016/679 (the "**GDPR**") which has force of law in the U.K.

A substantial part of the personal data we collect, process and store at St Mary's comprises names and dates of birth and also contact details such as, telephone numbers, postal addresses, email addresses etc

Who are we?

The Vicar and the Parochial Church Council of St Mary's Church, Willingdon and the Trees are the joint "**data controller**" (contact details below). This means we decide how your personal data is processed and for what purposes.

What are our obligations in respect of processing your personal data?

We comply with the obligations under the GDPR by taking steps to ensure that personal data is: -

- o Processed lawfully, fairly and in a transparent manner.
- o Processed only for the purposes for which it is collected.
- o Not collected or stored in excessive amounts.
- o Accurate and kept up to date.
- o Kept only for as long as reasonably needed for its purposes.
- o Protected from loss, misuse, unauthorised access and disclosure.
- o Protected by technical measures where appropriate.

What do we typically use your personal data for in the Parish?

We use your personal data for the following purposes ("**Purposes**"): -

- o To provide pastoral care to parishioners.
- o To enable us to provide voluntary services for the benefit of the public and parishioners in the Parish of St Mary's, Willingdon and the Trees ("**Parish**") and outside the Parish when necessary.
- o To administer the Electoral Roll and other membership records in the Parish.
- o To raise funds (including through Stewardship) for Parish needs and for charities.
- o To contact and manage our volunteers and employees and to generate rotas.
- o To protect health and wellbeing.
- o To arrange church services including baptisms, confirmations, weddings and funerals.
- o To maintain our financial accounts and records and to enable us to deal with our bankers and accountants.
- o To enable the provision of services to the Parish and parishioners by outside suppliers.
- o To operate the Parish website and deliver the services, such as the Parish Magazine that individuals have requested.
- o To enable the Diocesan office, by sharing your personal data with them, to keep you informed of events and activities in the Diocese that may be of interest to you.
- o To inform individuals of news, events, activities or services running in the Parish.
- o To comply with Diocesan requirements.
- o To process gift aid applications and reclaim income tax.
- o To carry out Safeguarding procedures.
- o To seek your views and comments.

What is the legal basis for processing your personal data?

The processing of personal data in the Parish will be lawful under the GDPR if at least *one* of the following **justifications** applies to it:

- 1) The data subject has given explicit consent to the processing of his or her personal data for one or more specific purposes.
- 2) Processing 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 example in relation to the hiring of the Church Hall or the contract cleaners).
- 3) Processing is necessary for compliance with a legal obligation to which we are subject, for example the production of the Electoral Roll, making reports to the Charity Commission, obtaining DBS checks and announcing bans of marriage.
- 4) Processing is necessary in order to protect the vital interests of the data subject or of another natural person.
- 5) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us (as data controller).
- 6) Processing is necessary for the purposes of the legitimate interests pursued by us or by a third party (such as the Church of England), for example in administering the various aspects of the Parish or in carrying out our related Parish duties.
- 7) Processing relates to personal data manifestly made public by the data subject.
- 8) Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
- 9) Processing is necessary for reasons of substantial public interest, for archiving, historical research and statistical purposes, on the basis of European Union or U.K. laws.
- 10) Processing is necessary for the performance of obligations and exercise of rights in the field of employment.

Do we share your personal data?

Your personal data will be treated as strictly confidential. It will be shared only with those persons or entities with whom it is necessary to share data for any of our purposes set out in this Notice. We may also share it with, for example, the Church of England, our agents, employees or contractors etc.

How long do we keep your personal data?

We keep your personal data for no longer than is reasonably necessary for any of our purposes set out in this Notice but where required in case of audits by HMRC in connection with Gift Aid, for no longer than 7 years. In the case of some personal data it may be necessary to retain it for longer than 7 years, such as in cases of any legal claims/complaints or for Safeguarding records or investigations purposes.

Your rights regarding 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 we hold.
- The right to request that we take steps to correct any personal data if it is found to be inaccurate or out of date.
- The right to request that your personal data is erased where it is no longer necessary for us to retain such data.
- Where the processing of your personal data requires consent and your consent is given, the right at any time to withdraw any consent you have given to the processing of your personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that we take steps to place a restriction on further processing.
- Where the processing of your personal data is based upon our legitimate interests, or for the performance of a task in the public interest or in the exercise of an official authority, the right to object to the processing of personal data.

When you exercise any of the rights listed above, in order to process your request we may need to verify your identity for your security. In such case you will need to provide proof of your identity before you can exercise any of these rights.

- The right to lodge a complaint with the Information Commissioner's Office.

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.

Changes to this Notice

We will keep this Privacy Notice under review and will place any updates or changes on the St Mary's website.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at the Parish Office, St Mary's, Church Street, Willingdon or on *stmarys.willingdon.church@gmail.com* or on 501763.

You can contact the Information Commissioner's 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.

Signed:



**Vicar and Chairman of the P.C.C.
St Mary's Church, Willingdon**

Revision 1 - dated 20 August 2019