

# ST PETER & ST PAUL'S - ASH

## PRIVACY POLICY - JANUARY 2019

### 1. General

As a part of the normal business of the Church of England (CofE), personal data may be kept within Ash Church PCC or those associated with the church. "Personal data" is any information about a living individual which allows them to be identified from that data (e.g. a name, photographs, videos e-mail or postal address). Identification can be by the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulations 2016/67

### 2. Who are we?

This privacy policy is provided to you by the Parochial Church Council (PCC) of St Peter and St Paul's Church, Ash, which is the data controller for your details.

The Church of England is made up of different organisations and office holders who work together to perform the church's mission in each community. In Ash the PCC works with the Incumbent of the parish, the Patron, The North West Kent Group of Churches, the Cobham Deanery, the Bishops of Rochester and Tonbridge and the Diocesan administration which is responsible for the financial and administrative arrangements for the Diocese of Rochester. Consequently we may need to share personal data we hold with them so they can carry out their responsibilities to the Church and our community. The organisations mentioned above are referred to as joint data controllers. This means we are all responsible to you for how we process your data.

A description of what data is processed through Ash PCC and for what purpose is set out in this notice.

### 3. What data do we process?

We will process some or all of the following, and only when necessary.

- Names, titles, aliases;
- Contact details such as postal and e-mail addresses and telephone numbers
- Photographs and videos
- Demographic information such as gender, age, date of birth, marital status nationality, education, work histories, academic, professional qualifications, family composition and dependants (where relevant to our mission or where you provide them to us - often contained in Birth, Marriage, and Burial certificates)
- Financial identifiers such as bank account nos. (where you make donations or pay for activities)
- Sensitive data such as Religious belief

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

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data, and to protect it from loss, misuse, unauthorised access and disclosure; and to ensure appropriate technical measures are in place to protect personal data.

Personal data is used for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations (which includes maintaining our electoral roll in accordance with the church rules)
- To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice, aiming to ensure all children and adults at risk are protected.
- To provide pastoral and spiritual care (such as visiting the sick and bereaved) and to organise and perform ecclesiastical services such as baptisms, confirmations, weddings and funerals.
- To perform the church's mission in our community and to carry out other voluntary or charitable activities for the public benefit.
- To administer the required Parish, Group, Deanery and Diocesan membership records
- To raise funds, and promote the interests of the church and charity.
- To maintain our accounts and records.
- To process any donation you have made (including Gift Aid information)
- To seek your view or comments.
- To notify you of changes to our services events and role holders.
- To send you information requested or that may be of interest to you, which may include information about campaigns, appeals, local events or fund raising activities
- To make and process a grant

## **5. The legal basis for processing your personal data**

Most of the data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party, such as another organisation in the CofE., e.g. Safeguarding work. Your interests, rights and freedoms will always be taken into account.

Some processing is necessary for legal obligations. For example, we are required by the Church Representation rules to administer and publish the electoral roll, and under canon law to announce forthcoming weddings by publication of Banns.

## **6. Sharing your personal data.**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for our required tasks, or where you first give us your prior consent. Data could be shared with some or all of the following.

- Other Church of England bodies
- Other clergy or lay persons nominated or licensed by the Bishop of the Diocese of Rochester to support the work of the church within the parish. E.G. our incumbent is supported by senior clergy of the diocese, who may provide confidential mentoring or pastoral support.
- The Patron of the benefice, Assistant, Temporary or Group ministers including Curates and Licensed Lay ministers supporting the work of our regular clergy.

(cont.)

- Other persons or organisations operating within the parish.
- On occasion with our sister church of Ridley and other churches in The Rural North West Kent Group of Churches

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

We will keep some records permanently if we are legally required to do so .We may keep some other records for an extended period of time, e.g. financial records will be kept for a minimum of 7 years to support HMRC audits. We will endeavour to retain data for the minimum period only, after which we shall delete it unless we are legally obliged to do so.

### **8. Your Rights and your personal data.**

You have the following rights with respect to your personal data

- The right to access information we hold on you. We shall respond to any formal request for this within one month.
- The right to correct and update any information we hold on you.
- The right to have your information erased, should we no longer be using your data or are doing so illegally
- The right to object to our processing of your data.
- The right at any time to withdraw your consent to the processing of data, for which consent was originally sought and given.
- The right to lodge a complaint with the Information Commissioners office.
- The right to obtain data that we hold on you and to reuse it for your own purposes. The data will be provided in a structured, commonly used and machine-readable format.

### **9. Further processing.**

If we wish to use your data for a new purpose not covered by this notice, then we will provide a notice explaining the new use of the data prior to processing it. Your consent will be sought where necessary prior to any new processing.

### **10 Contact details**

Please contact us - The Churchwardens by email – [churchwarden1@ash-church.org.uk](mailto:churchwarden1@ash-church.org.uk) or [churchwarden2@ash-church.org.uk](mailto:churchwarden2@ash-church.org.uk) if you have any questions about this privacy notice.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF