

## **DATA PROTECTION NOTICE**

### **The United Church of St. Mark**

#### **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 2016/679 (the "GDPR")*]<sup>1</sup>.

#### **Who are we?**

The United Church of St. Mark is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### **How do we process your personal data?**

The United Church of St. Mark 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: -

- For members of the clergy - To provide pastoral care to their parishioners;
- To enable The United Church of St. Mark to provide a voluntary service for the benefit of the public in our parish as specified in our constitution.
- To administer membership records.
- To fundraise and promote the interests of the charity.
- To manage our employees and volunteers.
- To maintain our own accounts and records.
- To operate The United Church of St. Mark website and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at The United Church of St. Mark.
- To share your contact details with the diocesan office and the Methodist circuit and district so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are relevant to the role you are undertaking.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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<sup>1</sup> At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

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

Explicit consent of the data subject;

This is 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 - See consent form at the foot of this notice.

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

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

[The wording to the GDPR including full details of the processing conditions contained in Article 6 and Article 9 can be found here - <https://gdpr-info.eu/>]

## Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with members of the ECC and the minister of the church. We will only share your data with third parties outside of the parish with your consent.

## How long do we keep your personal data<sup>2</sup>?

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 tax year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## 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 United Church of St. Mark holds about you;
- The right to request that The United Church of St. Mark 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 United Church of St. Mark to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 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*

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<sup>2</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - [http://www.lambethpalacelibrary.org/files/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition\\_0.pdf](http://www.lambethpalacelibrary.org/files/care_of_parish_records_keep_or_bin_-_2009_edition_0.pdf)

*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.

### **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.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer at [admin@stmarkschurch.me.uk](mailto:admin@stmarkschurch.me.uk)

You can contact the Information Commissioners 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.

The United Church of St. Mark Charity no. 1176784