

# DATA PRIVACY NOTICE

## The Parochial Church Council (The PCC) of St Christopher's Springfield and the Vicar of St Christopher's Springfield (The Vicar)

### 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 and the Vicar are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes. Although these are two legal entities requiring separate Data Protection Notices (DPNs) they have agreed to both follow this same DPN. This document will apply to the Vicar, all members of the PCC, its employees, and members of the church, processing data under the authority of the PCC. This document will also be applicable to any paid staff, curates, trainee ordinands or volunteers working under the authority of the Vicar. In this document Vicar shall also mean any person appointed to cover the duties of the Vicar by the Bishop including a priest-in-charge.

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

The PCC and Vicar comply with their 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.

The PCC and Vicar will use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area 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 (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Christopher's;

### 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 a collective agreement;
- Processing is carried out as a not-for-profit body with a religious aim that 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

Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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, except where we are required to do so to comply with either government legislation or church rules including:

- The Church Representation Rules,
- The Gift Aid requirements of the Inland Revenue,

## 6. Child protection requirements. 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 (see footnote for link). This document recommends how long the different types of data that that churches hold should be stored.

## 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 or Vicar holds about you;
- The right to request that the any personal data if it is found to be inaccurate or out of date is corrected;
- The right to request your personal data is erased where it is no longer necessary 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 this is applicable. This 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 this is applicable. This 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 the PCC or Vicar 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 Parish Administrator at The Springfield Centre, Springfield Road, Moseley, B13 9NY, telephone 0121 325 5331/42 or email [stchristopherschurch@hotmail.co.uk](mailto:stchristopherschurch@hotmail.co.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.

Note: Details about recommended retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

## DATA SHARING AGREEMENT

The Parochial Church Council of St Christopher's (PCC) and Vicar of St Christopher's Springfield (Vicar) have agreed to enter into a Data Sharing Agreement. This agreement will allow the PCC and Vicar to share any data with each other and to store and process the data that they share.

In order to share data between each other the PCC and Vicar have agreed:

- to adopt the same Data Protection Notice;
- To follow any church policies that have been approved by the PCC to govern data processing and data retention.

In this agreement Vicar will include any person appointed by the Bishop to fulfil the duties of Vicar of St Christopher including a Priest-in-Charge.

This agreement can be dissolved at any time by either Vicar or PCC by giving notice at a meeting of the PCC and agreeing at the same PCC the date on which the agreement will be dissolved.

Once the agreement has been dissolved all the data which has been shared under the agreement will either be destroyed or returned to the organisation (PCC or Vicar) from which it originated.