

St Peter's Church, Hersham

DATA PRIVACY NOTICE

Data Controller: The Parochial Church Council of St Peter's Church, Hersham ("the PCC"), Charity Number: 1131361

Data Protection Lead: Sue Burke

Date of Approval of Policy: 24 October 2018

1. Your personal data – what is it?

Personal data comprises information relating 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. Your personal data is information which can be identified as being about you and may be sensitive. The processing (usage and storage) of personal data is governed by the General Data Protection Regulation ("GDPR").

2. Who are we?

The PCC is the Data Controller of St Peter's Church, Hersham ("the Church"). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC 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 services for the benefit of the public in accordance with the traditional role of a parish church;
- To administer the Church's electoral roll;
- To keep details of those who wish to be in contact with the Church ("Church Members");
- To carry out our safeguarding duties;
- To record who uses our equipment and premises;
- To fundraise and promote the interests of the Church;
- To manage our employees and volunteers;
- To maintain our financial accounts and records (including the processing of Gift Aid claims).

4. What is our legal basis for processing your personal data?

- We obtain your explicit consent to hold your personal data so that we can keep you informed about Church news, events, activities and services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, safeguarding and under employment, social security or social protection law.

The PCC processes personal data only for the purposes outlined above.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other Church Members in order to carry out a service to other Church Members for purposes connected with the Church. We will only share your data with third parties outside the Church with your consent, or if required to do so by law or in order to comply with Diocesan safeguarding procedures.

6. How long do we keep your personal data¹?

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 six years after the calendar year to which they relate; and parish registers (baptisms, confirmations, marriages, funerals) and some safeguarding information permanently.

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 we hold about you;
- The right to request that the PCC corrects any personal data 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 the PCC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to lodge a complaint with the Information Commissioner’s Office.

8. Further processing

If we wish to use personal data for a new purpose, not covered by this Data Protection Notice, then we will publish a new Data Protection Notice on our website explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Church Members will be notified of the new Notice by e-mail.

9. Contact Details

To exercise all relevant rights, or to raise queries or complaints please in the first instance contact St Peter's Parish Office, St Peter's Church Hall, 1 Burwood Road, Hersham, KT12 4AA
Telephone: 01932 253452 Email: theoffice@stpetershersham.com

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.

10. Regular Review

The Data Privacy Notice will be reviewed by the PCC annually.

¹ Details about 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>