



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of The Parish of The Bourne, Farnham

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

The PCC of The Bourne Parish, Farnham is the data controller (contact details are given in section 9). This means it decides how your personal data is processed and for what purposes. The PCC is a registered charity, number 1127825.

3. How do we process your personal data?

The PCC of The Bourne Parish, Farnham 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 a voluntary service for the benefit of the public in Farnham as specified in our constitution
- To administer membership records and planned giving records and Gift Aid returns
- To fundraise and promote the interests of the Parish as a registered charity
- To manage our employees and volunteers
- To maintain our own accounts and records
- To inform you of news, events, activities and services running in the parish and the diocese of Guildford
- To share your contact details with the Diocesan office or Charity Commissioners where required (see paragraph 5 below);
- To comply with the Church’s Safeguarding Policies where appropriate

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

- We process some data to carry out legal obligations in relation to Gift Aid or under employment law. We also have legal obligations under Canon Law and Church of England rules, including processing data in relation to the Electoral Roll.
- Most of our data processing, including contacting you, is carried out as a legitimate interest by a not-for-profit body with a religious aim provided that:-
 - 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.

For the purposes of this notice members are deemed to include:-

- those who are on the electoral roll of the parish
 - those who worship regularly at one of our churches or halls
 - those who support the parish financially through regular giving by standing order or via the Parish Giving Scheme
- Where your information is used *other than* in accordance with one of these legal bases, we will first obtain your consent to that use as outlined below:
 - To obtain your explicit consent to contact you by **email** or other **electronic means** so that we can keep you informed about news, events, activities, fund-raising and services and process your gift aid donations and keep you informed about diocesan events.

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 in order to carry out a service to other church members or for purposes connected with the church. We will not share your data with third parties outside of the parish without your consent.

We have a legal obligation to notify the Diocese of Guildford of the names and contact details of Office Holders such as Churchwardens, Deanery Synod members, PCC Treasurer, Gift Aid administrator, PCC Secretary as well as sharing personal data for the purposes of obtaining DBS checks. We also are required to notify the Charity Commissioners of the members of the PCC.

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 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) 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 the PCC of The Bourne Parish, Farnham holds about you;
- The right to request that the PCC of The Bourne Parish, Farnham 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 PCC of The Bourne Parish, Farnham to retain such data;
- The right to withdraw your consent to the processing at any time

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

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

8. 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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator via theparishoffice@thebourne.org.uk or 01252 715505.

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.