



## Data privacy notice

### The Parochial Church Council (PCC) of St Peter's Church, Harrogate

#### 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 ("GDPR").

#### 2. Who are we?

The PCC of St Peter's Church is the data controller for the purposes of the GDPR (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The PCC of St Peter's Church, Harrogate 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 meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To carry out safeguarding procedures in relation to children and vulnerable adults (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time;
- To minister to you and provide you with pastoral and spiritual care and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
- To deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in our constitution;
- To administer parish 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 process a donation that you have made (including Gift Aid information);
- To inform you of news, events, groups, activities and services running at St Peter's; which may include information about campaigns, appeals and other fundraising activities;
- Occasionally, we may take photographs or digital images and use them in our publications, our website, our social media channels and in displays in church; and
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

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

Most of your personal data is processed because it is necessary for our legitimate interests, that is, to enable the church to fulfil all aspects of its mission, including to provide ecclesiastical services, pastoral and spiritual care and carry out other activities for the benefit of the public. This may include fundraising activities from time to time. We will always take into account the impact of our processing on your interests, rights or freedoms.

Similarly, as a religious organisation, we may, with appropriate safeguards, process information about your religious beliefs in the course of our legitimate activities provided that: (i) the processing relates solely to the members or to former members of the church or to persons who have regular contact with it in connection with its purposes and (ii) your personal data is not disclosed to third parties without your consent.

Some of our processing is necessary for compliance with a legal obligation. 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 means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. For example, processing your personal data in connection with the hire of church facilities.

Occasionally, we may process personal data in order to protect vital interests (for example in a medical emergency) or where it is the public interest (for example, processing CCTV information to prevent, or enable the prosecution of, crime).

Where your information is used other than in accordance with one of the above legal bases, we will first obtain your consent to that use.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties if required by law, in order to protect your vital interests, when it is in the public interests to do so, or with your consent. Otherwise, your personal data 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.

## **6. 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 <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>.

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.

## **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 St Peter's Church, Harrogate holds about you;
- The right to request that the PCC of St Peter's Church, Harrogate 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 St Peter's Church, Harrogate to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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); and
- The right to lodge a complaint with the Information Commissioners Office.

When exercising any of the above rights, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this 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 St Peter's Church, Cambridge Road, Harrogate HG1 1PB or at [stpeters.office@ntlbusiness.com](mailto:stpeters.office@ntlbusiness.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.