

PCC Secretaries workshop



Thu Feb 2 nd	Agenda	Presenter
18.30	Hello	
18.40	Welcome, opening prayer	Mark Humphriss, Diocesan Secretary
18.50	Opportunities, challenges and resources for parishes in 2023	
19.15	Employment responsibilities	Poli Shajko, Director of Human Resources and Safeguarding
19.35	APCMs The practical aspects including timetable for this year	Sue Zajac, PCC Support Officer
19.55	Break	
20.05	GDPR – need to know for PCCs	Darren Oliver, Diocesan Registrar
20.25	Q&A – Parish Governance	
21.00	Conclude	

Update, challenges, opportunities and resources for parishes in 2023

Mark Humphriss
Diocesan Secretary



Diocesan Synod

March 2022 – Living in Love and Faith; Discipleship; Christ Church

June 2022 – Safeguarding; parish share review; £10m vicarages net zero; SSM/ LLM fees

November 2022 – Christ Church Governance Review; Budget

March 2023 (provisional) – Environment; new congregations; General Synod

June 2023 (provisional) – Children, young people and schools; DBE; finance



Our common vision



is to become a more Christ-like Church for the sake of God's world:

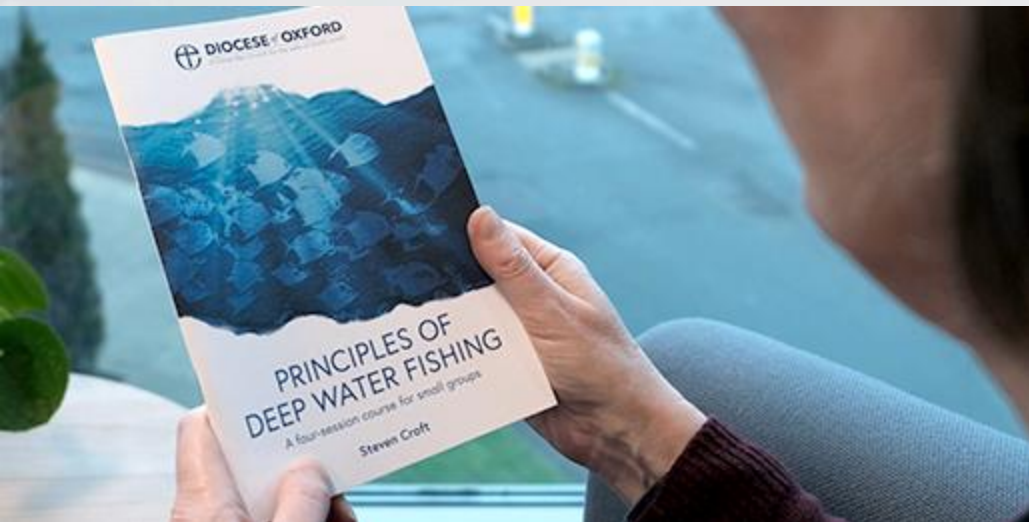
contemplative
compassionate
courageous

1. Environmental action



- **Climate Emergency** – Diocesan Synod declared a Climate Emergency in March 2020 and is committed to reaching net zero target carbon emission no later than 2035.
- **Divested from fossil fuels** – the diocese completed its divestment in April 2021. We're an accredited Eco-Diocese
- **Strong leadership** – +Steven sits on the Lords Select Committee for the environment and climate change. +Olivia is a member of the CofE Environmental Task Group and attended COP26
- **Buildings** – We're investing £10m to upgrade the insulation and energy sources of our vicarages. The Berkshire Area Office is constructed to the best possible energy efficiency standards.
- **Churches** – 186 churches have undertaken energy audits subsidised by the diocese, and currently 178 churches in the diocese have registered with the Eco Church scheme.
 - Have you had an environmental audit?
 - Are you registered with EcoChurch?

2. Christian formation and discipleship



- **Personal Discipleship Plans** – over 500 personal discipleship encouragers trained
- ***Come and See*** – a model of invitation and formation for all churches each Lent with wide-ranging resources. 2022 offer reached over 1,000 people per day
- ***Contemplative Toolkits*** for use in church, school and home now embedded in the life of the diocese.
- **A new diocesan Learning Hub** for lay people launches in 2023
- **Discipleship resources** – a dedicated section on the website includes five study guides written by Bishop Steven oxford.anglican.org/discipleship-resources

3. Growing new congregations



- **We hope for hundreds of new congregations** – National grant funding of £2m, matched by the diocese to enable every parish to embrace a mixed ecology of church
- **7 resourcing hubs** – established in Aylesbury, High Wycombe, Milton Keynes (2), Reading, Slough and Witney. Over 100 potential new congregations formed since 2020
- **Grants** – over 35 grants made from the Development Fund to help grow new congregations
- **8 greenhouses** – greenhouses are deanery-based support groups to help grow new congregations. A further 8 greenhouses are planned.
- **Understanding the data** – churches continuing with some online services and returning to all their pre-2019 services usually have higher church engagement
- The team would love to hear from your church!

4. Children, young people and schools



- **Contemplative toolkit for schools** – *Space Makers* launched September 2021. Over 100 schools now using it. Further training for churches and schools throughout the year
- **Contemplative toolkit for families** – launching mid-2023
- **Schools chaplaincy** – 15 new Secondary School chaplaincies established. 33 Primary Schools receiving some Chaplaincy (via Secondary Chaplains)
- **Discipleship enablers** – post for each archdeaconry. Tasked to work with churches to introduce the *Disciples Together* 'Five Shifts'
- **Training** – ongoing work to train and mentor those called to work with children, young people and families
- **Thematic greenhouses** – launched for those working with/on: young people, intergenerational, and Messy Church.

5. Addressing poverty and inequality



- **Ukraine crisis** – a matching programme in partnership with Citizens UK resulted in over 230 Ukrainians matched with families.
- **Cost of Living crisis** – response includes a series of how-to videos for parishes along with 100's of resources for parishes and individuals listed on the website.
- **Community Organising** – partnership with Citizens UK to create *Thames Valley Citizens* across three urban areas. Campaign actions include encouraging companies to employ migrants and for health and social care staff to be paid the real living wage.
- ODBF and ODSE are now accredited as a real Living Wage employer.

5. Poverty and inequality – resources



God is already at work through more than a thousand churches, chaplaincies and schools in this diocese. Our churches are embedded in every community across the Thames Valley.

A short series of how-to films from parishes:

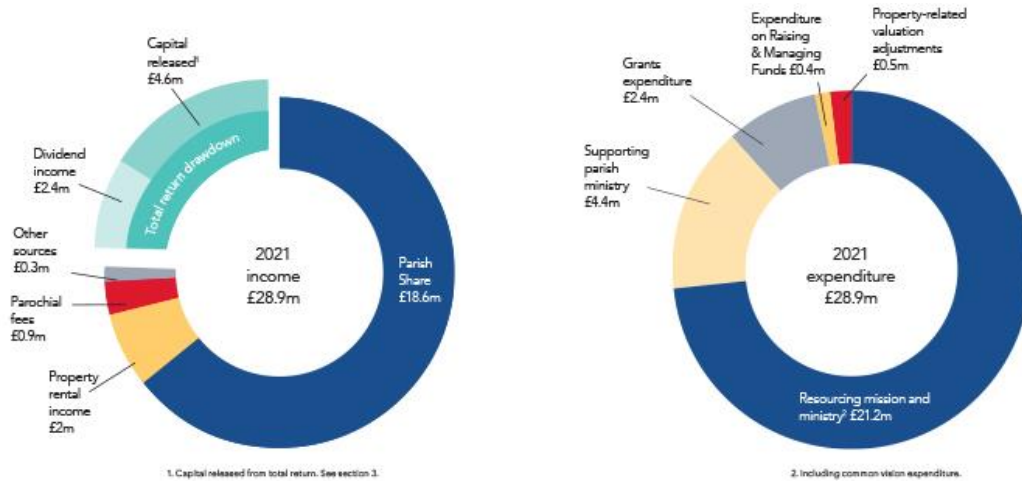
- Helps churches looking to address poverty in their own context know where to begin.
- Models a 'uniform pack' initiative for churches to adopt – gifting children everything they need to start the new school year.
- Explains how to set up a dementia café
- Shows steps needed to support refugees living in the local area.

Other support to parishes



- Church buildings (DAC) team handling over 1000 cases/queries a year
- Support on disability and on UKME issues to implement 'From Lament to Action'
- Safeguarding: training, advice and support, casework
 - Safeguarding dashboards

Finance



- Parish Share Review in 2022
- Parish Share no overall increase for third (and last) year
- High inflation
- £700,000 recently allocated in hardship support for clergy/ church energy grants
- *On the Money*
- Internet Connectivity grants

**Regular giving is
key to sustainability**

**Run a Giving
Campaign**

**Communicate
your Impact**

**Locate giving
within Faith**

Make it easy to give

**Parish Giving
Scheme**

Contactless

**Online and QR
Codes**

Development Fund

Grants up to £2,500

- For parishes, benefices and deaneries
- Short-term, one-off grants to kick start a new initiative

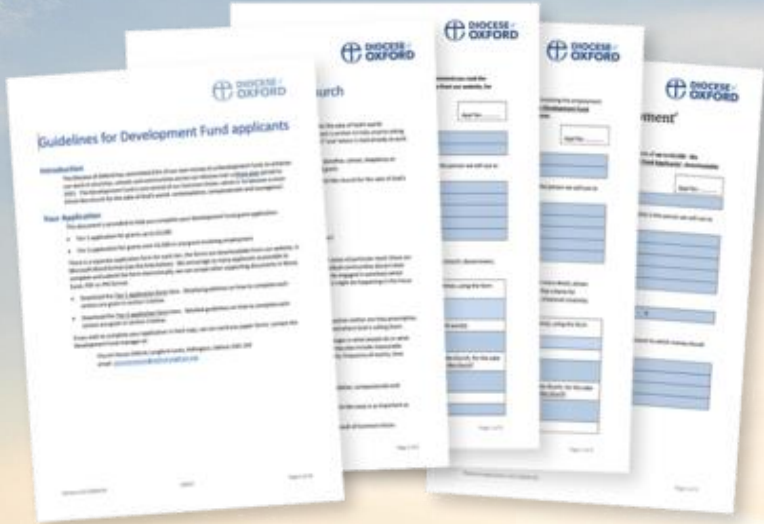
Tier 1 Application Form

Grants over £2,500

- For parishes, benefices and deaneries
- Larger, longer term programmes including employment of staff
- Matched funding expected

Tier 2 Application Form

Development Fund: How to apply



Closing dates for applications

31 January

30 April

31 July

31 October

Over £3m awarded since 2019

Deadlines end January, April, June, December

Support from

- Fiona McGrady, Development Fund Administrator
- Parish Development Advisor
- Area Deans / Lay Chairs

Email: Fiona.McGrady@oxford.anglican.org

oxford.anglican.org/development-fund

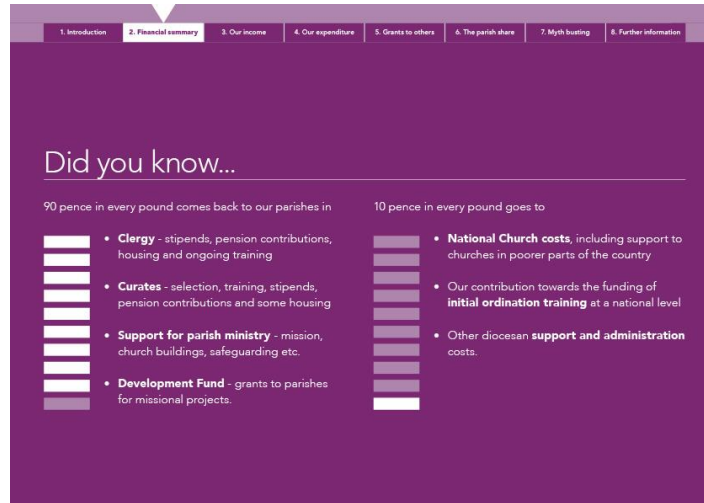
Communicating



Resolved to Serve

Our Black History Month exhibition starts its tour of the diocese this weekend, moving from St Paul's Slough to Christ Church Cathedral, where its available to view until 22 October.

Featuring portraits and video interviews of some of our Black African and Caribbean clergy, it's well worth a visit! See.oxford.anglican.org/bhm for details and save the date for when it's at a church near you!

1. Introduction 2. **Financial summary** 3. Our income 4. Our expenditure 5. Grants to others 6. The parish share 7. Myth busting 8. Further information

Did you know...

90 pence in every pound comes back to our parishes in

- **Clergy** - stipends, pension contributions, housing and ongoing training
- **Curates** - selection, training, stipends, pension contributions and some housing
- **Support for parish ministry** - mission, church buildings, safeguarding etc.
- **Development Fund** - grants to parishes for missional projects.

10 pence in every pound goes to

- **National Church costs**, including support to churches in poorer parts of the country
- Our contribution towards the funding of **initial ordination training** at a national level
- Other diocesan **support and administration** costs.



A word from the Diocesan Secretary



All of us will have been affected by the death of Her Majesty Queen Elizabeth II. It has been magnificent how churches have been able to provide a space, physically and spiritually, for reflection over the last fortnight and thank you for what you may have done. I have been amazed by the numbers that have wanted to come to our churches to give thanks for her life. In every church and place, this is a moment to consider how we might build on the spiritual openness our local communities have shown. Let's also encourage one another to follow her example of speaking openly with others about our faith.

Cost of living pressures remain acute for churches, notwithstanding the measures being put in place by the Government for the next six months. You will find useful information below and [on our website](#) on how to help with these pressures affecting both churches and individuals within your communities.

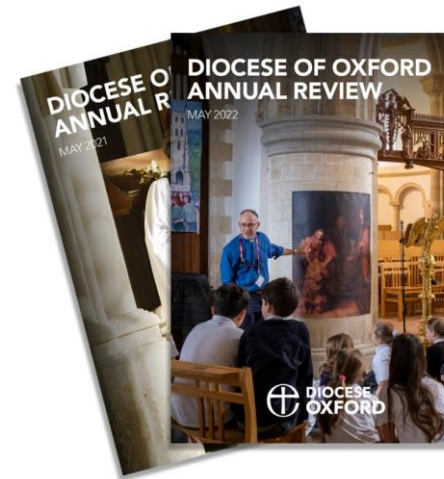
I would also like to commend for those in rural parishes [several events coming up in the next month](#). Why not go along and/or encourage someone else to do so?

eNews



Pathways

Financial comms



Annual Review

Church House Quarterly

Partnership

The diocese is every congregation, church, church school, parish and Church House which make up the Diocese of Oxford, and that's how we most often refer to ourselves: the diocese is all of us working together for the sake of God's world.



PCC Secretaries – The PCC as Employer: Essentials

30th January and 2nd February 2023

**Tim Barnett
Senior HR Adviser**

tim.barnett@oxford.anglican.org

Steps – 1st time Employer

What do you need to do?

- Decide how much to pay employees: at least the National Minimum Wage (£10.42 wef April 2023). Diocese committed to living wage (£10.90 wef November 2022)
- Check their legal right to work in the UK
- Apply for a DBS check if the role involves regulated activity, e.g. working with children, vulnerable people or security
- Get employers' liability insurance as soon as you become an employer
- Give employee written statement of employment (including terms and conditions) in writing on day one or before
- Register as employer with HMRC (up to 4 weeks before you pay your new staff)
- Decide how to run the payroll – do yourself or find a provider

Key Documents

Statement of Particulars of Employment

- Confirms rights and responsibilities
- States entitlements
- Records details

Staff Handbook

- Elaborates by outlining policies
- Availability and Accessibility

Job Description; Volunteer Agreement

- Ensures clarity on expectations
- Establishes the relationships

Safer Recruitment



End of the Employment Relationship

When can an employee POTENTIALLY be fairly dismissed?

- Capability
- Conduct
- Contravention of an enactment
- Redundancy
- Retirement
- Some other substantial reason

Who are employees?

Broadly – these are:

- Administrators, Children & Youth Workers, Organists and Directors of Music - particular regulations.

These aren't:

- Office holders, Volunteers, Choir members, bell-ringers, vergers

Employees have rights:

- minimum notice periods, Redundancy Pay, membership of a pension scheme (if earning enough), not to be unfairly dismissed

Advice on Diocesan website: <https://www.oxford.anglican.org/parish-support/parish-hr-toolkit/employing-staff/>

PCC Secretaries – Information on Employment

<https://www.oxford.anglican.org/parish-support/parish-hr-toolkit/>

<https://www.gov.uk/browse/employing-people>

<https://www.gov.uk/employ-someone>

<https://www.parishresources.org.uk/people/>

<https://www.acas.org.uk/>

The collage consists of four screenshots:

- Top Left:** A screenshot from the GOV.UK website showing the 'Employ someone: step by step' guide. It lists five steps: 1. Check your business is ready to employ staff, 2. Recruit someone, 3. Check they have the right to work in the UK, 4. Agree a contract and salary, and 5. Tell HMRC about your new employee.
- Top Right:** A screenshot from the 'Parish Resources' website. The main heading is 'People – Healthy Church Communities'. It explains that a church is an organisation with different roles and offers advice on employing people. It includes a section on 'Employing Staff' and 'Working with Volunteers'.
- Bottom Left:** A screenshot from the ACAS website titled 'Employing people'. It states 'Includes pay, contracts, hiring and redundancies' and provides information on how ACAS can help with advice, training, and dispute resolution.
- Bottom Right:** A screenshot from the Diocese of Oxford website showing the 'Parish Toolkit'. It features a pair of red glasses over a document titled 'EMPLOYMENT CONTRACT'. The toolkit provides information on employment law, contracts, and other HR matters for parishes.

PCC Secretaries – The PCC as Employer: Essentials

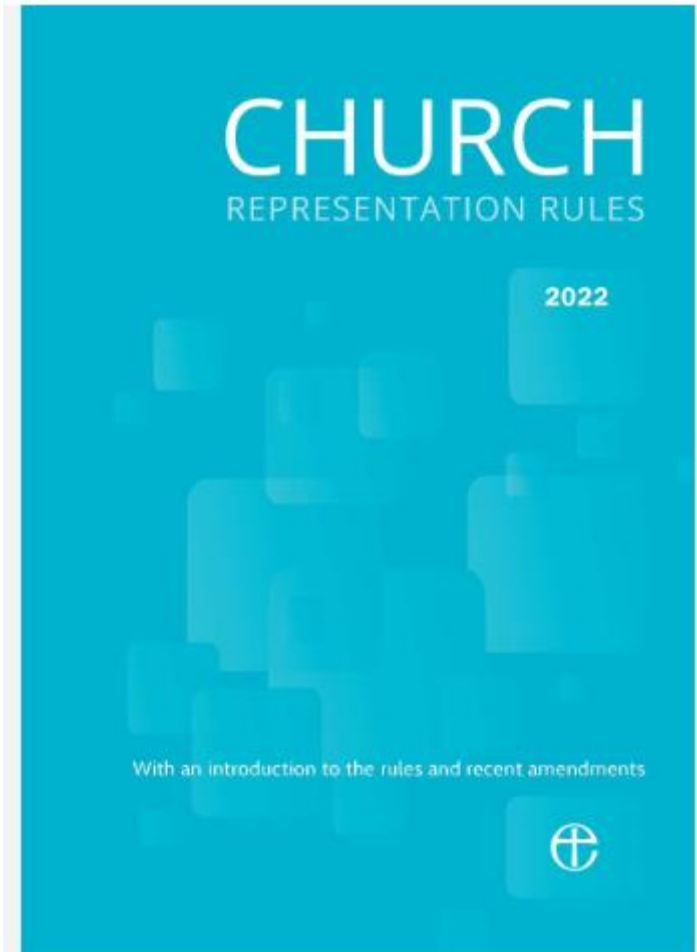
Any Questions?

Annual Parochial Church Meeting

2023

Sue Zajac – PCC Support officer

Ecclesiastical parishes are governed by two key sets of rules/legislation



APCM: Content



When & where



Why hold - What reports must be presented



Why hold - Who is elected/appointed



Who can attend



Timeline of actions



When & where



In every parish, every year, an APCM should be held between 1 January and 31 May



Distinct from the Annual Meeting of Parishioners (MoP)



To be held at such place and time as the PCC decides – including virtual



Need to carry out necessary steps before this, work back from APCM date



APCMs: Why hold

**Reports
to be
received
from
the PCC:**

Changes in the roll since the last APCM (just numbers)

The PCC and the activities of parish generally for the last year

Financial statements of the PCC for the year ending 31 December

The fabric, good and ornaments of the churches in the parish

The proceedings of the deanery synod



APCMs: Why hold

Who is
elected/
appointed:

Parochial representatives of the laity to the PCC
(for 3 years, 1/3 retire each year & re-elect, unless PCC decides less)

Independent examiner or auditor to the PCC
until the next APCM

Parochial representatives of the laity to the
deanery synod (2023 and every third year after)
letter sent to advise number



APCM: Why hold – election process

- To be elected as lay representative on PCC or deanery synod:
 - *Name on electoral roll for at least six months (unless under 18 years old)*
 - *Actual communicant*
 - *At least 16 years old*
 - *Signified consent to serve*
 - *Must not be disqualified from serving*
- Candidates to be nominated and seconded by persons on electoral roll
- If candidate number not more than number of seats to be filled, automatic elected, otherwise election needed
- No clerk in Holy Orders entitled to vote for lay representation
- Votes by show of hands or on voting papers



APCM: Who can attend

Only lay persons on the electoral roll are entitled to attend & take part (postal vote only if permitted in prior APCM)

Clerks in Holy Orders entitled to attend if licensed to parish or benefice

The minister is to be the chair of the meeting (or VC of PCC)

The PCC secretary to be clerk to meeting and take minutes

Annual Parochial Church Meeting (APCM) and Election of Churchwardens *TIMETABLE and summary of actions*

Time before the APCM	Action	CRR rule	To do	Form
Allow 3 months before APCM date	Organise preparation of accounts and then the independent examiner or auditor review prior to this.	CRR part 9 M5		n/a
PCC meeting prior to APCM (recommend to leave at least a month gap prior to the APCM date)	Adopt PCC annual report and audited financial statements & Recommend appointment of Independent Examiner or Auditor (for submission to APCM).			n/a
29 - 42 days (for no fewer than 14 days before commencement of revision)	Exhibit notice of proposed revision of Electoral Roll for 14 days on or near the principal church door	CRR part 1(3)		E1: Notice of electoral roll revision
15 - 28 days before (not earlier or later) (24 days used in calculator)	Revision of Electoral Roll. During this period receive applications for additions and deletions (as long as validated) or corrections. Once period complete, additional names may not be added until after the APCM.	CRR part 1 (4)		E2: Application to join electoral roll
				privacy notice to accompany application
At least 14 days before	Publish revised Electoral Roll for at least 14 days before APCM	CRR part 1 (5)		n/a

Annual Parochial Church Meeting (APCM) and Election of Churchwardens

TIMETABLE and summary of actions

Time before the APCM	Action	CRR rule	To do	Form
Must include at least 2 Sundays before day of meeting	Display notice of APCM	CRR part 9 M2		M1 Notice of annual parochial church meeting
Must include at least 2 Sundays before day of meeting	Display notice of Meeting of Parishioners (MoP)	CM 5 (4)		C1 Notice of meeting for election of churchwardens or PDF
At least 7 days before	Publish signed financial statements	CRR part 9 M5		n/a
Prior to the Meeting of Parishioners (MoP)	Receive nominations for churchwarden	CM 1-3		C2 Churchwarden's nomination form or PDF
Prior to the APCM (using nomination form) or verbally at meeting	Receive nominations for elected PCC lay members	CRR part 9 M8 (see M3 form for disqualification criteria)		M3 Nomination for election of PCC member at APCM
	Nominees to complete trustee fit & proper person declaration (become trustee on joining the PCC)	n/a		M5 Fit and proper person declaration
Prior to the APCM (using nomination form) or verbally at meeting	Receive nominations for Deanery Synod members Need to do this year (elected every 3 years from 2020)	CRR part 2 (19)		D2: Nomination of lay member of Deanery Synod
Not later than 31 May	ANNUAL PAROCHIAL CHURCH MEETING & ANNUAL MEETING OF PARISHIONERS (if to be held on same date)		XX/XX/XX	n/a

Annual Parochial Church Meeting (APCM) and Election of Churchwardens
TIMETABLE and summary of actions

Time after the APCM	Action	CRR rule	To do	Form
As soon as practicable after the meetings and display for 14 days after APCM & MoP	Display results of churchwardens' elections for 14 days. Visitation packs will provide next steps	CRR M12 (see rules on how to display the result)		Annual Declaration Form
	Display notice of PCC lay member & deanery synod representative election results for 14 days.	CRR part 9 M12(4)		M6: Election Results Form (Parish copy only)
	Advise your deanery synod secretary of the elected deanery synod representatives	CRR part 9 M12(9)		

Time after the APCM	Action	CRR rule for more information	Date to do	Form
Within 28 days of APCM	<p>Copies of annual report and accounts to be sent to Diocesan Secretary via finance@oxford.anglican.org</p> <p>One-page financial return to be entered online.</p> <p>Refer to the diocesan website Parish returns how to do or contact Diocesan Finance</p>	CRR part 9 M5		n/a
By 1 st July	<p>Confirm the electoral roll number to the diocese and deanery</p> <p>Enter your ER figure online at: https://parishreturns.churchofengland.org/.</p> <p>Only email diocese with number if cannot do this</p> <p>Still send number to your deanery.</p>	CRR part 1 (10)	01/07/2023	E3: Display notice - Electoral roll certificate
By 31st July	Respond to Diocese email request to PCC Secretaries being sent beginning of June, to verify parish officer contacts, confirm if unchanged or advise if any amendments to personnel and contact details.		31/07/2023	n/a

Please help us to help you:

- Please respond to contact confirmation email to be sent in June, so we can ensure the right people get the right information
- Advise us of changes in personnel early (other than after the APCM) to help us to process the information
- Material to be added on website for PCC support – let us know what would be helpful.
- Any queries or concerns on PCC matters contact: sue.zajac@oxford.anglican.org
- Please complete the feedback form to be sent after this workshop



Break

PCC Secretaries – Data Protection

30th January and 2nd February 2023

**Tim Barnett
Data Protection Coordinator**

dpo@oxford.Anglican.org

PCC Secretaries – Our remit

- PCCs ✓
- Multi-Parish Benefices ?✓
- Incumbents x

PCC Secretaries – Data Protection

<https://www.oxford.anglican.org/parish-support/pcc-guidance/gdpr-record-keeping/>

DIOCESSE OF OXFORD

Contact Us News Training & events Subscribing Education

Home > Parish support > PCC guidance > GDPR & record keeping

Parish support

Advice and support

PCC guidance

- PCC secretaries
- AFM
- Electoral roll
- PCC members & meetings
- **GDPR & record keeping**
- Churchwardens

Parish HR Toolkit

Church buildings

Property & land

Parish finance

GDPR & record keeping

The General Data Protection Regulation came into force in May 2018. It strengthened previous data protection regulations. It is replacing PCCs' previous notices and decrees, and requires them to take some action.

FAQs

- Can I keep parish emails on my phone?
- Can we publish a directory of names, addresses, phone numbers etc. for use by church members?
- Can we publish details of baptisms, weddings and funerals in our Parish magazine?
- Can we send anniversary cards and invitations to our baptismal families?
- Do we need to get consent from our Mailchimp subscribers?
- Is there any guidance on whether PCCs are advised to register with the ICO?
- Personal information and correspondence are held on my personal computer...
- Should template form SCL be updated to include positive consent for data processing, storage and disposal?
- We have a phone list pinned up on the wall of the church office.
- We have a transcript of the registers on the shelf in the office. What should we do?
- What about names in PCC minutes? Should we destroy old minutes?
- What about the data stored by the retired priest who helps out in our parish sometimes?
- What are the implications for clergy?
- What wording should welcome cards include to be GDPR compliant?
- With the advent of GDPR is there any diocesan guidance about the retention and disposal of Parish records?

Resources

- GDPR and the coronavirus
- Twelve-minute guide to GDPR (PDF)
- GDPR for parishes and diocesan facilities (PDF)
- GDPR for parishes and diocesan premises (PDF)
- GDPR overview leaflet from IPSE
- Privacy notice template document for parishes and benefices (Word)
- Data Protection Notice template document for parishes, benefices or diocesan (Word)
- Keep or bin (the Church of England Document internet guide)
- Safeguarding advice from the National Church
- Sample baptism card for parishes to adapt for all occasions (Office)
- GDPR guidelines for safeguarding case work and case groups
- Privacy notices

External sites

- Information Commissioner
- Review and the GDPR: How can that the brexit consent forms and privacy notice here, and some useful FAQs
- Advice about volunteers and email addresses (see have not checked all the information on this site)

Please note, the guides, slides and handbooks here were produced when the Data Protection Act 2018 came into force and while the UK was a member of the EU but there are still relevant.

Page last updated: Monday 20th June 2023 12:46:44

contemplative | compassionate | courageous

Parish Resources

Home PCCs/AFMs Finance Clergy Payroll People Administration Buildings Other Order Publications

Home > Data Protection: Parishes and the "GDPR"

Data Protection: Parishes and the "GDPR"

The UK is now governed by UK Data Protection Regulation (UKGDPR). It gives individuals more rights and protection in how their personal data is used by organisations. Parishes must comply with its requirements, just like any other charity or organisation. This page provides guidance, templates and a checklist to help you. It will be updated from time to time – so please check back periodically (April 2018). The FAQ has been updated with additional questions and there is a specific guidance note relating to giving reviews and fundraising communications.

GDPR and Preparation of Electoral Roll 2020

We are aware that GDPR has raised some concerns regarding the renewal of the Electoral Roll. The 2020 update to the Church Representation Rules means that all the relevant forms have been updated to include an informative note explaining the legal basis for collecting data for an Electoral Roll.

This note also covers the publication of the Electoral Roll. Rolls may be published electronically instead of in paper form. The Roll as published must include every name entered on the Roll but not other personal data (e.g. addresses). By applying to have their name entered on the electoral roll, individuals are already consenting to its publication in the manner set out above. If there are reasons why someone's details cannot be made public they should let you know (e.g. they are in a sensitive position where publication of these details could cause harm or damage). Publishing the Electoral Roll anywhere else or for any other reason would require additional consent to be obtained from everyone on the list.

GDPR Resources:

What is the "GDPR", and what do we need to do about it? There are two guides to help you: a few page overview (designed for use with PCCs) and a more detailed guide for the person implementing this in the parish. There are also a number of frequently asked questions.

There is also a checklist available which covers the actions outlined in the guides to help you monitor progress.

It's helpful to start by carrying out a data audit - you may be surprised at just how much personal data is stored and processed around the parish. We've a template here along with some helpful hints to get you started.

If you don't already have the consent that you need to communicate with people, you'll need to gather this, and ongoing whenever you collect data that will be processed on the basis of consent, you should collect the consent as an integral part of the data collection. We've guidance and sample forms available for you to use here.

You will need to produce a Privacy Notice. If you have a website, it's good practice to make this available online so people can access it. We provide a Sample Privacy Notice that you can amend and adapt, and some guidance on how you can write your own Privacy Notice.

Finally, whilst you will rely on consent for some of your communications, there will be some data processing you will want to do as part of normal church management for which you will not need to gain specific consent for that particular action - holding lists of group members, for example. This can be processed as part of the legitimate interests of the PCC, and where "special category data" which reveals religious belief, this can be processed on the basis of a special condition under the GDPR for religious not-for-profit bodies, provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

One specific question relates to how churches should run fundraising events and giving reviews - a specific guidance note on this is available here.

And there's some specific guidance on "direct marketing" here on the ICO website. This will be helpful if you send out large mailings by post or email.

GDPR CHECKLIST

There is also a checklist available which covers the actions outlined in the guides to help you monitor progress.

<https://www.parishresources.org.uk/gdpr/>

PCC Secretaries – ICO Registration?

Most PCCs do not need to register with the Information Commissioner's Office (ICO) - but are still bound by GDPR. Exceptions are if you make a profit or use CCTV.

You must:

- only process information necessary to establish or maintain membership or support
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- you only hold information about individuals whose data you need to process for this exempt purpose
- the personal data you process is restricted to personal information that is necessary for this exempt purpose

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>

PCC Secretaries – Privacy Notice

EXAMPLE – for illustrative purposes only. This will not be applicable in every Parish. If you wish to reapply this, you will need to replace the PCC name with your own throughout the document and put in relevant contact details in the highlighted place in Section 9.

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of **St Agatha's, Anytown**

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 of St Agatha's, Anytown is the data controller (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 Agatha's, Anytown 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 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 Agatha's](#);
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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 by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o 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 in order 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.

<https://www.parishresources.org.uk/gdpr/>

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 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 St Agatha's, Anytown holds about you;
- The right to request that the PCC of St Agatha's, Anytown 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 Agatha's, Anytown 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 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 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 or complaints please in the first instance contact the **PCC Secretary / Parish Administrator** at [\[insert contact details\]](#).

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.

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>

<https://www.parishresources.org.uk/gdpr/>

The Privacy Notice

- **1. What is personal data?**
- **2. Who Are We?**
- **3. How do we process your personal data?**
 - Employees
 - Volunteers and voluntary activities
 - Membership records
 - Accounts eg Gift Aid
 - Inform about events
 - etc

Legal Basis

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

- Processing is carried out under different legal bases depending on the circumstances:
- Legal Obligation where we are required to meet legal requirements, such as legislation for taxation, charity law, safeguarding, employment law, health & safety, or church representation/faculty law.
- Legitimate Interest in relation to the administration of marriages, routine correspondence, the co-ordination of volunteer groups
- Consent to communicate with you for non-essential purposes, eg information on forthcoming events and services; ongoing pastoral care after baptisms, marriages, and funerals; and the publishing of contact details,
- In addition, processing is carried out by a not-for-profit body with a religious 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.

Sharing Data

5. Sharing personal data

- High risk area
- Diocese and Bishops are separate data controllers
- Overarching data sharing agreement for all Church of England bodies being developed
- Contractors should have standard contract clauses
- Processing abroad is problematic
- May need additional consent for some data

Keeping personal data

6. How long do we keep your personal data?

Guidance set out in the guide 'Keep or Bin: Care of Your Church Records'

www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

Specifically:

- electoral roll data - while it is still current;
- gift aid declarations and associated paperwork - up to 6 years after the calendar year to which they relate;
- safeguarding records - up to 50 years; and
- parish registers (baptisms, marriages, funerals) - permanently.

New Processes

8. Further processing

Using personal data for new purpose requires

- an impact assessment
- new privacy notice

Your Rights

Data Breaches

- Risk assessment - <https://ico.org.uk/for-organisations/sme-web-hub/understanding-and-assessing-risk-in-personal-data-breaches/>
- ICO Tool - <https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>
- Serious ones notified to ICO within 72 hours
- Covers loss and disclosure
- Most common – emailing wrong person
- Cyber Security goes hand in hand with the GDPR
- Hacking incidents
- Blagging' offences - information is obtained by deceiving the organisation who holds it

Your Rights

Subject Access Requests (SARs)

- Can be in any written form
- A fee is no longer payable for subject access requests
- Information must be supplied within 1 month
- Can include opinions, voice recordings and manual records
- Unofficial records should not be kept
- Severe penalties for non-compliance
- Check the ID before disclosing, if not sure
- Need to know legal basis for the data

PCC Secretaries – Data Protection

Any Questions?

Q&A Panel