

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Saint Mary the Virgin, Beighton

### 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 Saint Mary the Virgin, Beighton 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 Saint Mary the Virgin, Beighton 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 some or all of 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 the Church Representation Rules;
- To provide pastoral care to our parishioners;
- To administer the electoral roll;
- For the parish magazine, holding details of subscribers, advertisers, church office post holders, sharing names, with consent, of weddings, baptisms and funerals, and those donating church flowers, winning raffle prizes and submitting magazine articles;
- To fundraise and promote the interests of the church;
- To maintain our own accounts and records (including the processing of gift aid applications)
- For legal reasons associated with child or vulnerable adults' protection, or for health and safety purposes where required by law;
- To inform you of news, events, courses, activities and services running at Saint Mary's;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- To share contact details of post holders 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 and display photographs in the church, and to publish contact details alongside post holder rotas in the church magazine.

### 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, a collective agreement, charity trustees' law or Church of England law;
- 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.

## 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. We will share information of post holders with the Diocese as required with permission.

With your permission, your information will be shared with the congregation and attendees at the church for the purpose of recognising birthdays, remembering in prayers and as required by law regarding publishing of the electoral roll or publishing of marriage bans. It will be shared with the parish via the church magazine where consent has been given to do so.

## 6. How long do we keep your personal data [\*1]?

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 as well as other financial data such as receipts for magazine purchase; and parish registers (baptisms, marriages, funerals) permanently. (NB. Old parish registers are periodically transferred to a local historical archive, currently the Sheffield Archives, for the purpose of permanent retention). We keep other information for as long as it is current and relevant and dispose of it securely by shredding or deleting 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 Saint Mary the Virgin, Beighton holds about you;
- The right to request that the PCC of Saint Mary the Virgin, Beighton 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 Saint Mary the Virgin, Beighton 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 Church Office (beightonchurch@hotmail.com, (0775 999 1030)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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[\*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>

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