



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of the Ecclesiastical Parish of
St. Paul Skelmersdale

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data (for example a name, photographs, videos, email address, or address). 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") now enshrined in the Data Protection Act 2018 (DPA2018).

2. Who are we?

This Privacy Notice is provided by the PCC of the Ecclesiastical Parish of St. Paul Skelmersdale, (St Paul's Church herein) which is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Church of England, of which St Paul's Church is a part of, is made up of a number of different organisations and office holders who work together to deliver the Church's mission in each community. The PCC works together with:

- the incumbent of the parish;
- Ormskirk Deanery;
- the staff of the Diocese of Liverpool and bishops of the Diocese of Liverpool;

As the Church is made up of all of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers have their own tasks within the Church. This Privacy Notice is provided by the PCC on our own behalf. In the rest of this Privacy Notice, we use the word "we" to refer to the PCC of St Paul's Church, as data controller.

3. How do we process your personal data?

The PCC of St Paul's Church, Skelmersdale complies with its legal 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 meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice, with the aim of ensuring that all children and vulnerable adults are provided with safe environments;
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
- To administer the parish, deanery, archdeaconry and diocesan membership records;
- To fundraise and promote the interests of the Church and charity;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about news, events and fundraising activities;
- To process a grant or application for a role;
- To manage our employees and volunteers;
- To enable us to safely organise and operate activities for the benefit of the church and public in a particular geographical area.

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

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

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. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information which relates solely to members or former members or persons with whom we have regular contact. This information would not be disclosed to any third party without your explicit consent.

Where your information is used other than in accordance with one of these 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 where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers;
- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf;
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Liverpool to support the mission of the Church in our parish. For example, our clergy are supported by our Area Dean and the Archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;
- Other persons or organisations operating within the Diocese of Liverpool including, where relevant, the Diocese of Liverpool Board of Education.

6. How long do we keep your personal data?

The DPA2018 and GDPR require that data is not kept unless it is necessary to retain it and should only be kept for the minimum time period required. 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. Specifically, we retain electoral roll data while it is still current; gift aid declarations and financial records for a minimum of seven years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently. In general, we will endeavour to keep data only for as long as we need it. This means that we will permanently delete it when it is no longer necessary to keep it.

7. Your rights and your personal data

You have certain rights with respect to your personal data which can be exercised by contacting us in writing, by email or by telephone (details at the end of this document). When exercising any of those rights we may need to verify your identity for your security and in order to process your request. In such cases we will need you to provide proof of your identity. Once we have received your request, we will respond within one month to provide the information requested, action taken, or to explain why we are unable to do so.

Your rights DPA2018 and GDPR are:

- The right to request a copy of your personal data which the PCC of St Paul's Church holds about you;
- The right to request that the PCC of St Paul's Church 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 Paul's Church to retain such data;
- The right to restrict or withdraw your consent to the processing at any time for any processing of data to which consent was sought;
- The right to request that St Paul's Church provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, for example another parish if you move church. This is known as the right to data portability, and we will comply with your request where it is feasible to do so;
- The right to lodge a complaint with the Information Commissioner's Office (see below).

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 Administrator at admin@stpaulsskem.org, or by post St Paul's Church, Church Road, Skelmersdale, Lancashire, WN8 8ND

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.