

## DATA PRIVACY NOTICE

### The Parochial Church Council, Beaconsfield Team Churches



#### 1. Personal data

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 (GDPR) 2018, building on the Data Protection Act 1998.

#### 2. Data Controller

The Beaconsfield Team Churches PCC is the data controller. This means it decides how your personal data is processed and for what purposes.

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

The Team Churches PCC 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 organise church life at St Mary's Church, St Michael's Church and St Thomas' Church including services, events and activities
- To organise and manage jobs and roles of our church employees and church volunteers;
- To organise and manage roles for volunteers, including at the Dove Café, St Thomas' Church;
- To give information, news, events, activities and services in the Team churches
- To maintain our own accounts and records (including the processing of gift aid applications)

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

- Your explicit consent so that we can keep you informed about services, events, activities and news.
- Our obligations under employment law (for employees)
- Processing is carried out by a not for profit body with a political, religious or trade union aim provided:
  - the processing only relates to members or former members (or those who have regular contact with it in connection with those purposes)
  - 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 you or to other church members or for purposes connected with the church.

We would not share your data with third parties outside of the Team churches except with your explicit consent.

#### 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.

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 for the Team Churches hold about you;
- The right to request that the Team Churches PCC 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 Team Churches PCC 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 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 contact the Churchwardens of St Mary's, St Michael's & St Thomas' via the Church Office: 01494 676690

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.