

# DATA PROTECTION NOTICE

The Parochial Church Council (PCC) of St Andrew's Church, Chew Stoke

## 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 2016/679 (the "GDPR").

## 2. Who are we?

The PCC of St Andrew's, Chew Stoke is the data controller (contact details at the end). This means it decides how your personal data is processed and for what purposes.

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

The 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 enable us to provide a voluntary service for the benefit of the public in the parish as specified in our constitution; including providing information about news, events, activities and services and pastoral care
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers as relevant;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To share contact details with the diocesan office so they can keep people informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which they may be interested.

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

Explicit consent of the data subject;

This is so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events - see consent forms at the end of this notice

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim and: -

- 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 be shared only with members of the PCC and clergy of the parish. We will only share your data with third parties outside of the parish with your 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 current; information about church helpers while it is 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 as required by law.

## **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 holds about you;
- The right to request that the 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 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.

Contact details for the various bodies to whom such requests should be made are given in Section 9 of this document.

## **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**

Lakeside Group Office, Telephone: (01275) 331061 Email:

[lakesidegroupoffice@gmail.com](mailto:lakesidegroupoffice@gmail.com)

<http://lakesidegroup.org.uk>

or PCC Secretary St Andrew's Church, Church Lane, Chew Stoke, BS40 8TU

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer at the *Diocesan Office*, The Old Deanery, Wells BA5 2UG

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.

Consent Form



## St Andrew's Church, Chew Stoke Keeping in touch

We would like to stay in touch with you and let you know about future events and news from St. Andrew's. If you are happy to hear from us, please tick the box below and let us have your contact details so we can add you to the list of those receiving such information. We will not share your details and you can take your name off at any time by contacting the Church Office ([lakesidegroupoffice@gmail.com](mailto:lakesidegroupoffice@gmail.com))

Name..... Email/Address.....

Signed.....

Date.....