

# DATA PRIVACY NOTICE

*draft as at 4 December 2017*

## The Parochial Church Council [PCC] of Coln St Aldwyns, Hatherop & Quenington [CHQ]

### 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 [GDPR].

### 2. Who are we?

The PCC of CHQ 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 CHQ 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 church news, events, activities and services.

### 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 church news, events, activities and services and process your gift-aid donations. Processing relates only 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. How do we share 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 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" – specifically, we retain electoral roll data while it is still current; gift-aid declarations and associated paperwork for up to six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

### 7. Your rights and your personal data

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 CHQ holds about you;
- the right to request that the PCC of CHQ 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 CHQ 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 be placed on further processing;
- the right to object to the processing of personal data;
- 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 before beginning the processing, 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 of complaints please in the first instance contact the PCC Secretary or parish clergy.

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