

The Parochial Church Council (PCC) of All Saints Church, Necton

DATA PRIVACY NOTICE

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 (ie PCC) 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 All Saints Church, Necton, 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 PCC of All Saints, Necton complies with its obligations under 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 all 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 and around the geographical area covered by Necton Parish
- To produce and administer membership records eg the Electoral Roll
- To fundraise and promote the interests of All Saints Church, Necton
- To manage our employees and volunteers
- To produce and maintain our own accounts and records, including processing and managing the Gift Aid applications. Also to produce Annual reports for the Annual Parochial Church Meeting.
- To inform you of news, events, activities and services running at All Saints Church, Necton
- To share your contact details with the Diocesan office as required
- To inform you about news, events, activities and services which will be occurring in the Diocese and in which you may be interested.

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

- Explicit consent by yourself so that we can keep you informed about news, events, activities and services, process your Gift Aid donations (provided by your existing Gift Aid Declaration) and to keep you informed of the tax year total of your donations
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
 - o 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 the parish with your consent.

6. How long do we keep your personal data¹?

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, the Electoral Roll is fully renewed every six years and all members are invited to re-enrol. The new Roll becomes current for a further period of 6 years, whereupon the renewal process is repeated. However, new applicants may be added to the Electoral Roll during its current period upon completion of the parish combined enrolment and consent form. Members can be removed from the Roll upon request, whereupon all their data is destroyed.

Gift Aid Declarations together with all associated paperwork involved in making the quarterly claims through Her Majesty's Revenue & Customs (HMRC) have to be retained for six complete tax years (6 April to 5 April) following the current tax year to provide required auditing facilities.

Parish Registers (Baptisms, Marriages, Funerals) are kept permanently.

7. Your rights and your personal data.

Unless subject to an exemption under 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 All Saints Church, Necton holds about you, remembering that it is also your responsibility to inform the Data Controller about any changes to your personal data
- The right to request that the PCC of All Saints Church, Necton 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 All Saints Church, Necton to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the PCC of All Saints Church, Necton provide you with your 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 you and, in either case, the PCC of All Saints Church, Necton 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 lodge a complaint with the Information Commissioners Office

8. Contact Details

To exercise all relevant rights, queries or complaints in the first instance please contact:
The Rector, All Saints Church, Necton, The Rectory, School Road, Necton PE37 8HT
Tel: 01760 722021 E-Mail: slthorp@outlook.com

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.

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>