

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Michael's Church Bray

1. What is Personal Data?

Personal data relates to a living person who can be identified from that data. Identification can be by the data alone, or in conjunction with any other information in the data controller's possession, or likely to come into their possession. Processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The PCC of St Michael's Bray is the data controller as defined in GDPR (contact details below). This means we can decide how your personal data is processed and for what purposes.

3. How do we Use 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, by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect it.

We use your personal data for the following purposes –

- To maintain our electoral roll
- To organise rotas and groups for all church activities
- To maintain our records and accounts, including the processing of gift aid applications
- To inform you of news, events, activities and services running at St Michael's

4. What is the Legal Basis for Using your Personal Data?

- Your explicit consent, so that we can keep you informed about news, events, activities and services.
- Our legal obligation to maintain the electoral roll and process gift aid applications.
- Our legitimate interest in managing rotas and groups for church activities.
- Our need to meet obligations under employment law.
- Personal data can be used by a not-for-profit body with a religious aim provided that –
 - Use relates only to members, former members, or those who have regular contact in connection with the above purposes.
 - No disclosure is made to a third party without consent.

5. How do we Keep your Personal Data?

Records are held securely by a named individual authorised by the PCC.

6. Sharing your Personal Data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. We will only share your data with third parties outside the church with your consent.

7. How long do we Retain your Personal Data?

We keep data in accordance with Church of England Record Management Guides which are 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 6 years after the calendar year to which they relate, and parish registers (baptisms, marriages and funerals) permanently.

All other records are kept only while they are still current,

8. Your Rights and your Personal Data

Unless subject to an exemption under the GDPR, you have the following rights –

- The right to request a copy of the personal data which the PCC of St Michael's Bray 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 on further processing
- The right to lodge a complaint with the Information Commissioner's Office

9. Further Processing

If we wish to use your personal data for a new purpose not covered by this Data Protection Notice, we will provide you with a new notice explaining this new use, and will seek your consent prior to commencing processing.

10. Contact Details

To exercise your rights, raise queries or make complaints please contact the PCC Secretary in the first instance at lesley.burch@btinternet.com

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