

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St. Mary's, Eversley

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 (GDPR).

2. Who are we?

The PCC of St. Mary's, Eversley, are 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 St. Mary's, Eversley complies with its obligations under the GDPR by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- to inform you of news, events, activities and services running under the auspices of the PCC
- to share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in other churches across the diocese and which you may be interested
- to enable us to provide a voluntary service (e.g. Prayer chain, lunch club, etc.) for the benefit of the public
- to administer membership records
- to schedule duties within the church
- to fundraise and promote the interests of the PCC
- to manage our employees and volunteers
- to maintain our own accounts and records
- to process gift aid applications.
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4. What is the legal basis for processing your personal data?

Your consent as provided by the completion of the Church Members Consent Form.

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 of 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:

https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

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 of St. Mary’s, Eversley holds about you
- the right to request that the PCC of St. Mary’s, Eversley 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 St. Mary’s, Eversley to retain such data
- the right to withdraw your consent to the processing at any time
- the right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- 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 object to the processing of personal data, (where applicable)
- 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.

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/libraries-and-archives/records-and-information-management>

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the GDPR Data Controller at St. Mary's Church, c/o St. Barnabas Church, Brinn's Lane, Blackwater, GU17 0BT or email gdpr@stmaryseversley.org.uk

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