

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Christ Church Totland Bay



1. What is 'personal data'?

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation 2018 ("GDPR"). Christ Church Totland Bay must comply with its obligations under the Regulation to:

- keep personal data up to date;
- store and destroy it securely;
- not collect or retain excessive amounts of data;
- protect personal data from loss, misuse, unauthorised access and disclosure; and
- ensure that appropriate technical measures are in place to protect personal data.

2. How do we process your personal data?

We use your personal data for the following purposes:

- To enable us to provide a voluntary service to our parishioners and other members of the public within the Parish (e.g. home visits, pastoral care etc).
- To conduct baptisms, weddings and funerals (NB the personal information gathered for these events is held for specific periods of time, details of which can be obtained from the Church Administrator).
- To administer Church Membership records, including the Electoral Roll.
- To fundraise and promote the Church, its services, activities and events.
- To publish information about services, activities and events at other churches in the area/on the Island (e.g. Churches Together in West Wight).
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To share your contact details with the Diocesan Office for their administrative purposes and so that they can keep you informed about news in the Diocese and events, activities and services that will be occurring in the Diocese and in which you may be interested.

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

Explicit consent from you, the data subject, is required so that we can provide the information outlined at 2 above.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

Processing can be carried out by us as a not-for-profit body with a philosophical and religious aim, provided:

- (a) the processing relates only to members or former members of the Church/Parish, or those who have regular contact with it in connection with those purposes; and
- (b) there is no disclosure to any third party without consent.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Church and Diocese in order to carry out a service to Church members, or for purposes connected to the Church. We will only share your data with third parties outside the Parish with your specific consent.

5. 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 at www.churchofengland.org/more/libraries-and-archives/records-management-guides

Specifically, we retain:

- electoral roll data while it is 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.

6. 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:

- to be informed about, and to request a copy of your personal data;
- to request correction of any personal data if it is found to be inaccurate or out of date;
- to request that your personal data be erased where there is no longer a need to retain such data;
- to withdraw your consent to the data processing at any time;
- to request that the Church Administrator provides you with your personal data and, where requested and possible, to transmit that data directly to another data controller (this is known as the right to data portability); this only applies where the processing is based on consent, or is necessary for the performance of a ‘contract’ with the data subject and, in either case, the data controller processes the data by automated means;
- where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- to object to the processing of personal data, where applicable; this only applies where processing is based on legitimate interests (or the performance of a task in the public interest or exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics;
- to lodge a complaint with the Information Commissioners Office.

7. Further Processing

If we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing. This will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

If you require any further information please contact the Church Administrator.