

# GENERAL DATA PROTECTION REGULATION

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St Lawrence's Church, Mickleton

#### 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 (the "GDPR").

#### 2. Who are we?

The PCC of St Lawrence's Church is the data holder (contact details below). This means it decides how personal data is used as per your consent.

#### 3. How do we process your personal data?

The PCC of St Lawrence's Church 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 it.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in our parish
- To administer the Electoral Roll
- To fundraise and promote the interests of St Lawrence's Church
- To manage our volunteers and contractors
- To maintain our own accounts and records (including Gift Aid applications)
- To inform you of news, events, activities and services running at St Lawrence's Church
- To keep you informed about news in the Vale and Cotswold Edge Team (VACE) and those events, activities and services in which you may be interested.

#### 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 news, events, activities and services at St. Lawrence Church and inform about VACE Team events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or any collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the 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. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church to carry out a service for purposes connected with the church. We do not share your data with third parties outside The Vale and Cotswold Edge Team.

## **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” which is available from the Church of England website [see footnote for link]. 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, funerals) permanently.

## **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 held by the PCC of St Lawrence’s Church, Mickleton
- The right to request that the PCC of St Lawrence’s Church, Mickleton corrects any personal data 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 Lawrence’s Church, Mickleton to retain it
- The right to withdraw your consent to the processing at any time
- The right to request data portability
- 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 for the relevant purposes and seek your consent before new processing.

## **9. Our Web-site {[www.stjameschurchcampden.co.uk/mickletonparish.htm](http://www.stjameschurchcampden.co.uk/mickletonparish.htm)}**

By viewing our website your IP address, browser details, times of visits, etc may be logged and used for statistical purposes, network security and fraud prevention. This helps to monitor how effectively the site is working. Be assured that we never profile normal visitors to the site or invasively monitor them. The statistical data will be used by ourselves and may also be used by our website provider to help provide the service. The legal basis for this processing this information is Legitimate interest.

## **10. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact St Lawrence PCC Secretary or the VACE team at the Church Office, Chipping Campden Tel: 01386 841927 or email [admin@stjameschurchcampden.co.uk](mailto:admin@stjameschurchcampden.co.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.