

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St. Mary's Chinley and St. James Buxworth

1. Personal Data

Personal data is data we hold by which (possibly in conjunction with other available information) a living individual can be identified.

The processing of personal data is governed by the *General Data Protection Regulation* (the "GDPR").

2. The Data Controller

The PCC of St. Mary's Chinley and St. James Buxworth is the *data controller*. This means it decides how your personal data is processed and for what purposes. You can contact the PCC via the PCC Secretary whose contact details are at the end of this document.

3. The Types of Personal Data we collect and use

The following types of data may be collected, **but only where relevant** to the purpose for which the data was collected.

- Name, address and contact details
- Date of birth
- Records of your giving to the church if required for Gift Aid claims.
- Names of family members
- Dates of baptism or marriage

4. The Legal Basis for Using your Personal Data

Contract

Some Personal Data is held, without requiring consent, because of a contractual arrangement. For instance:

- To manage our contracts with employees and volunteers
- Contracts with people engaged to perform an occasional service for the church

Legal Obligation

Some Personal Data is held, without requiring consent, to comply with legal requirements. For instance:

- To maintain the Electoral Role
- To record the Offices held within the church (such as Readers, Church Wardens, Synod members, those authorised to give home communion, etc.)
- Records of baptisms, marriages and deaths
- Financial records for Gift-Aid claims
- Safeguarding records
- GDPR consent or request records

Legitimate Interest

Some Personal Data is held, without requiring consent, for *legitimate interest*. For instance:

- To inform church members of church events or changes to arrangements
- To publish your duties on a rota
- To enable you to participate as a member of a group or committee

Only *reasonable expected* use for the purpose of the group you have joined is permitted.

By your explicit Consent

Use of Personal Data for purposes not covered by the categories above requires your *explicit consent*. For instance:

- To inform you of future events that might be of interest.
- To invite you to special services or events.
- To circulate or your name in a prayer-chain, or print it in the church magazine.

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 to comply with legal requirements, or with your consent.

6. Securing your Personal Data

We comply 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 data.

7. Retention of your Personal Data

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. Other personal data is held whilst it is still relevant for the purpose for which it is held.

8. Your Rights relating to 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 be informed about how we process your personal data.
- The right to request that we correct your personal data.
- The right to request a copy of your personal data.
- The right to withdraw your consent or restrict processing of your personal data.
- The right to request your personal data is erased where its retention no longer necessary.
- The right to lodge a complaint with the Information Commissioners Office.

9. 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. Whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary, Mirrlees Dolley, at 9 Lower Lane, Chinley, 01663 750006, madolley@gmail.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.