

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St James, Woodley

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 James, Woodley is 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 James, Woodley 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 data.

We may use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- To administer membership records
- To fundraise and promote the interests of the charity
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services running at St James

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

- Explicit consent to collect and process your data, so that we can keep you informed about news, events, activities and services, process your gift aid donations, and keep you informed about diocesan events
- Processing is necessary for carrying out obligations under employment, social security, or social protection law, or a 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 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 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 end of document for link]¹

Specifically, we retain electoral roll data while it is 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) in perpetuity.

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 James, Woodley holds. We may charge a fee of £10 for providing this information.
- The right to request that the PCC of St James, Woodley corrects any inaccuracies in your personal data, or if it is out of date
- The right to request that your personal data be erased where it is no longer necessary for the PCC of St James, Woodley 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 you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable). [*Only applies where the processing is based on consent, or is necessary for the performance of a contract with the data subject (you) and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction be placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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, 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.

9. Contact Details

To exercise all relevant rights, queries, or complaints please in the first instance contact the PCC Secretary or Parish Administrator at: St James Church Office, Kingfisher Drive, Woodley RG5 3LH or office@stjameswoodley.org

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.

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-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>