

## DATA PROTECTION NOTICE

### St Paul's PCC Tongham

#### 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 (or GDPR).

#### Who are we?

**St Paul's PCC Tongham** is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

**St Paul's PCC Tongham** complies with its obligations under *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 use your personal data for the following purposes: -

- To provide pastoral care to our parishioners;
- To enable us to provide a voluntary service for the benefit of the public in our parish and the surrounding area;
- 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.
- To inform individuals of news, events, activities or services running at St Paul's.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

#### What is the legal basis for processing your personal data?

These fall under either article 6 or article 9 – dealt with separately below.

##### Article 6 Processing

- Consent of the data subject.

##### Article 9 Processing

- 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); and

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| <ul style="list-style-type: none"><li>○ there is no disclosure to a third party without consent.</li></ul> |
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### **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only 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.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary, 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<sup>1</sup> 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.<sup>1</sup>

### **Your rights and your personal data**

Unless subject to an exemption under GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which **St Paul’s PCC Tongham** holds about you;
- The right to request that **St Paul’s PCC Tongham** 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 **St Paul’s PCC Tongham** to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that **St Paul’s PCC Tongham** provide the data subject with their 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 lodge a complaint with the Information Commissioners Office.

### **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.

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the Diocesan Data Controller at [data.protection@cofeguildford.org.uk](mailto:data.protection@cofeguildford.org.uk).

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<sup>1</sup> 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/more/libraries-and-archives/records-management-guides>

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.