

St Michael, Chenies and St George, Little Chalfont

DATA PRIVACY NOTICE

Chenies & Little Chalfont Parochial Church Council (PCC)

1. Data Protection Statement

Keeping your data secure is very important to us and we will never make your personal data available for marketing purposes to external individuals or organisations. By providing your personal details you agree to allow us to contact you either for the consents you have given us or for our legitimate interests in accordance with current data protection regulations.

2. 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 other information in the data controller's possession or likely to come into their possession. The processing of personal data is governed by the general data Protection regulation (the GDPR)

3. Who are we?

Data subject: This is the person about whom we hold personal data.

Data Controller: The Chenies & Little Chalfont PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

4. How do we process your personal data?

The PCC complies with its obligations under the GDPR by keeping your 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 the appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- For members of the clergy, staff and pastoral teams to provide care to church members and those in regular contact with the church.
- 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 gift aid applications)
- To inform you of news, activities, events and services

5. 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 and process your gift aid donations.
- Processing is necessary for carrying out legal and compliance obligations under, employment, social security or social protection law, or by collective agreement.
- Processing is carried out by the churches (a not-for-profit body with religious aim)
 - The processing relates only to members, former members and those who have regular contact with the churches in connection with their charitable aims and
 - There is no disclosure to third party organisations without consent

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church or for purposes connected with the church. At present we hold your data on personal computers but we plan to alter this so your data is more secure. We only share your data with third parties outside the parish with your consent. The only exception to this will be if we give statutory bodies your data because we suspect some form of illegal activity or safeguarding issue.

7. How long do we keep your personal data?

We follow 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)

Specifically, we retain electoral roll data while it is still 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.

8. 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 holds about you;
- The right to request that the PCC corrects any personal data which is found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for the Pcc to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request a restriction on further processing where there is a dispute in relation to the accuracy or processing of your personal data.
- The right to object to the processing of personal data, where applicable. [*Only applies where the 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

9. Keeping us up to date with your details and contact preferences

Please tell us as soon as any of your contact details change so we can keep our records up to date.

You can also change the way we contact you or the kind of material we send you by contacting us by email or by letter.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by the data protection notice, then we will provide a new notice explaining the change and the reasons for it prior to commencing the processing.

Issued by Chenies & Little Chalfont PCC n 15th October 2018.

To be reviewed every twelve months

To exercise all relevant rights, queries or complaints please contact us by post or email

In the first instance please contact Sandra Kemp:

12, Berks Hill, Chorleywood WD3 5AQ

sandrajkemp@btinternet.com

You can contact the information Commissioner’s 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

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>

