

The Parochial Church Council (PCC) of St Swithin's Church, Quinton

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”) and the Data Protection Act 2018.

2. Who are we?

The PCC of St Swithin's Church, Quinton 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 Swithin's Church, Quinton will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in our constitution.
- To fundraise and promote the interests of the Church and charity;
- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To manage the membership records of the parish;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To notify you of changes to our services, events and role holders;
- To inform you of news, events, activities and services running at St Swithin's;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To share your contact details within the South Warwickshire Benefice (Quinton, Weston, Welford, Long Marston and Meon Vale) to keep you informed about news, events, activities and services in which you may be interested.
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice with the aim of ensuring that all children and adults-at-risk are provided with a safe environment.

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

- We rely on **legitimate interests** for a variety of purposes. Legitimate interest is about balancing the interests of the Parish against your rights and freedoms, and having due regard to your reasonable expectations about the use of your data. Processing is carried out provided: -
 - a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - b) there is no disclosure to a third party without consent.
- Explicit **consent** of the data subject so that we can keep you informed by email about news, events, activities and services and keep you informed about diocesan events. We will always obtain consent if any personal data is placed in the public domain (e.g. contact names on the notice board.)
- We use **compliance with a legal obligation** as the basis for processing any legally required activities e.g. Gift Aid returns to HMRC, Safeguarding and the preparation/annual revision of the Electoral Roll.

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 data¹?

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 [www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf].

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 Swithin’s Church, Quinton holds about you;
- The right to request that the PCC of St Swithin’s Church, Quinton 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 the PCC of St Swithin’s Church, Quinton to retain such data; When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data.
- The right to data portability. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 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 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. Parish Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The PCC Secretary: Annabelle Bond, Vicarage Farmhouse, Lower Quinton, CV37 8SH
Email:

Contact details for the Information Commissioners Office is as follows:

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 0303 123 1113
Email web-link: <https://ico.org.uk/global/contact-us/email/>

This version is dated 18 June 2018
