

Data Privacy Notice

The Parochial Church Council (PCC) of St Paul's, Wilford Hill (known as St Paul's Boundary Road)

Along with all other Churches, St Paul's now has legal responsibilities under the General Data Protection Regulation 2016/679. To comply we must understand the basis upon which we hold and process personal data that allows us to continue our work. This Data Privacy Notice explains our approach.

1. Who are we?

The PCC of St Paul's, Wilford Hill is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The PCC also works together with our parish vicar and curate. We may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. They are joint data controllers which means we are all responsible for how we process your data.

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 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 (the 'GDPR').

3. How do we process your personal data?

The PCC of St Paul's, Wilford Hill (St Paul's) 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 use your personal data for the following purposes:

- To minister to you and provide you with pastoral and spiritual care and to organise and perform ecclesiastical services for you, such as baptisms, weddings and funerals.
- To enable us to provide a voluntary service for the benefit of the public in the parish of St Paul's and surrounding parishes.
- To administer parish membership and affiliated group records;
- To fundraise and promote the interests of St Paul's which is a charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications, electoral roll, annual report and church publications);
- To inform you of news, events, activities and services running at St Paul's;
- To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice from time to time;
- To process a donation that you have made (including Gift Aid);
- To seek your views and comments;
- To hire our halls in line with our terms and conditions.

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

- Our primary basis is explicit consent of the data subject so that we can undertake the purposes listed above. Our consent forms reflect your relationship with St Paul's and can be **found here**; <http://www.stpauls-boundaryroad.org.uk/about-us/data-protection/>
- Some of our processing is necessary for compliance with legal obligation; for example, Church Representation rules for the electoral roll or the publication of banns.
- As a not-for-profit body with a religious aim, processing is also carried out provided:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - 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 current Church of England published guide available on their web site.

https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

We keep your data for no longer than is reasonably necessary to meet the purposes described in section 3.

Specifically we retain:

- electoral roll data while it is still current;
- gift aid declarations and associated paperwork for a minimum of 6 years after the calendar year to which they relate;
- parish registers (baptisms, marriages, funerals) permanently.

Every four years we will check that the data we hold is current for each individual.

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 Paul's, Wilford Hill holds about you;
- The right to request that the PCC of St Paul's, Wilford Hill 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 Paul's, Wilford Hill to retain such data;
- The right to withdraw your consent to the processing at any time
- 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.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Office Administrator:
by e-mail at – st.paulschurch@outlook.com
by mail at - St Paul's Wilford Hill, Boundary Road, West Bridgford NG2 7DB
by telephone at - the Parish office on 0115 9452019.

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.