

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Barnabas Emmer Green

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's¹ 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 Barnabas Emmer Green 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 Barnabas Emmer Green 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 enable us as a church to provide a voluntary service for the benefit of the public in Emmer Green, Caversham and Reading;
- To administer membership records;
- To keep legal records of baptisms, marriages and funerals
- To maintain an electoral roll
- To fundraise and promote the interests of St Barnabas Church;
- To manage our 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 Barnabas;
- 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.

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

- Legitimate interest would include members of Deanery Synod [for agendas, minutes and elections mailings]
- Contractual. for example employees.
- Legal. Including for example pre-wedding identity checks; birth, death and marriage registers, electoral roll, giving and gift aid
- Consent. explicit consent as the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Religious Body where the processing relates only to members or former members and there is no disclosure to a third party without consent.

¹ The Data Controller is the PCC

5. Sharing your personal data

Your personal data will be treated as strictly confidential:

- 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 or where there is legal obligation

6. How long do we keep your personal data²?

We aim to 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 footnote for link].

Specifically, we retain:

- electoral roll data until next full revision;
- financial information, gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate and, in the case where a gift aid declaration is open-ended in the form ‘all my past and future donations’, for as long as they are valid plus six years;
- parish registers (baptisms, marriages, funerals) permanently;
- Safeguarding data permanently.

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 Barnabas Emmer Green holds about you;
- The right to request that the PCC of St Barnabas Emmer Green 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 Barnabas Emmer Green 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 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.

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. Contact Details

² 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>

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To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary at St Barnabas Church, St Barnabas Rd., Emmer Green or roger_moore2@yahoo.co.uk