

# DATA PRIVACY NOTICE (May 2018)

## The Parochial Church Council (PCC) of St Andrew's, Biggleswade

### 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's 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 Andrew's, Biggleswade is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. Notwithstanding any change to this policy, we will continue to process your personal data in accordance with your rights and our obligations in law.

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

The PCC of St Andrew's, Biggleswade 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 which includes but not limited to the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the Parish of Biggleswade and within the Deanery of Biggleswade and other neighboring deaneries.
- To administer Parish electoral roll records;
- To fundraise and promote the interests of the church;
- To manage our employees and 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 Andrew's;
- 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.

Data collected and processed may include, but not limited to:

- Name
- Address
- Email
- Date of Birth
- Giving

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

- In most cases data will be stored under either a “legal” or “legitimate interest” basis so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- In terms of services provided, eg chapter house or church bookings then data will be held under “contract”.
- When appropriate explicit “consent” of the data subject will be sort for activities like “fund raising”, but this does not include information passed between the church membership (Parish family) with regards to stewardship or specific appeals that occur from time to time.
- Data processing is necessary for carrying out legal obligations in relation to electoral roll, marriage, Gift Aid or under employment, social security or social protection law, or a collective agreement;

#### **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<sup>1</sup>?**

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 [see footnote 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.

#### **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 Andrew’s, Biggleswade holds about you;
- The right to request that the PCC of St Andrew’s, Biggleswade 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 Andrew’s, Biggleswade to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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;

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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>

- The right to object to the processing of personal data, (where applicable) [*Only applies where 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.

### **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**

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary at

The Secretary to the PCC  
St Andrew's Church, Biggleswade  
Shortmead Street  
Biggleswade  
SG18 0AT

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.