

Data Protection Notice (GDPR) for the Parochial Church Council (PCC) of Holy Trinity, Hatfield Heath

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. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

The PCC of Holy Trinity, Hatfield Heath, complies with its obligations under the GDPR by keeping personal data up to date, by storing and destroying it securely and protecting personal data from loss, misuse, unauthorised access and disclosure.

We use personal data for the following purposes:-

To maintain our own accounts and records, such as the electoral role and including the processing of gift aid applications.

To inform individuals of news, events, activities and services running at Holy Trinity.

To manage any employees.

To provide pastoral care to those who request it.

Personal data is treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. We will only share data with third parties outside the church with individual's consent. 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 such as baptisms, marriages and funerals permanently.

Individuals have the right to request a copy of the personal data the church holds about themselves. They also have the right to request that the PCC corrects any personal data held that is inaccurate. Also, they may request data be removed when no longer necessary for the PCC to hold it. They also have the right to lodge a complaint with the Information Commissioners Office.

To exercise all relevant rights, queries or complaints individuals should in the first instance contact the PCC secretary of Holy Trinity, c/o the Vicarage, Broomfields, Hatfield Heath, Bishops Stortford, Herts CM22 7EH. The Information Commissioners Office may be contacted on 0303 123 1113, via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.