

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of St Giles, Great Hallingbury

### 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 2016/679 (the "GDPR").

### 2. Who are we?

The PCC of St Giles, Great Hallingbury 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 Giles, Great Hallingbury 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 may use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public within our united benefice;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To process gift aid applications;
- To operate the Hallingbury Churches Website ([www.hallingburychurches.co.uk](http://www.hallingburychurches.co.uk)) and deliver the services which individuals have requested
- To inform you of news, events, activities and services running at St Giles or within the United Benefice of the Hallingburys or within the Six Villages Mission and Ministry Unit;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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

- Consent of the data subject.
- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process gift aid donations.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - the processing relates solely 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 of the data subject.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of St Giles' Church in order to carry out a service to other church members or for purposes connected with St Giles' 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 Church of England guidance as set out in the guide *"Keep or Bin: The Care of Your Parish Records" 2009 edition* - which is available from the Church of England website or from our website [www.hallingburychurches.co.uk/data-protection-and-privacy](http://www.hallingburychurches.co.uk/data-protection-and-privacy).

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 Giles, Great Hallingbury holds about you;
- The right to request that the PCC of St Giles, Great Hallingbury 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 Giles, Great Hallingbury 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 or complaints please in the first instance contact the PCC Secretary: Freda Townsend, 7 The Grove, Great Hallingbury CM22 7TT or [fredat53@btinternet.com](mailto:fredat53@btinternet.com).

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.