

DATA PRIVACY NOTICE**The Parochial Church Council (PCC) of St Mary the Virgin, Hatfield Broad Oak**

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 Mary the Virgin, Hatfield Broad Oak 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 Mary the Virgin, Hatfield Broad Oak 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 to provide a voluntary service for the benefit of the public within this ecclesiastical parish;
- To administer membership records (e.g., electoral roll; church-work groups);
- To fundraise and promote the interests of the charity;
- 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 Mary the Virgin, Hatfield Broad Oak and the Six Villages MMU;
- To process gift aid applications

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

Explicit consent of 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.

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
 - there is no disclosure to a third party without consent.

5. Sharing your personal data Your personal data will be treated as confidential and will only be shared with other members of St Mary the Virgin, Hatfield Broad Oak Church in order to carry out a service to other church members or for purposes connected with St Mary the Virgin, Hatfield Broad Oak Church. We will share your data with third parties outside the parish only with your consent.

6. How long do we keep your personal data?¹ 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 Mary the Virgin, Hatfield Broad Oak, holds about you;
- the right to request that the PCC of St Mary the Virgin, Hatfield Broad Oak corrects any personal data if it is found to be inaccurate or out of date;
- the right to request that your personal data is erased where it is no longer necessary for the PCC of St Mary the Virgin, Hatfield Broad Oak 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 object to the processing of personal data, (where applicable).
- 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 or complaints please in the first instance contact the PCC Secretary c/o The Vicarage, Feathers Hill, Hatfield Broad Oak. 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.

¹ 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/about->

St Mary the Virgin, Hatfield Broad Oak Consent form for contact details

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form you are confirming that you are consenting to the PCC of St Mary the Virgin, Hatfield Broad Oak holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the church contacting me by post phone or email.

To keep me informed about news, events, activities and services at St Mary the Virgin, Hatfield Broad Oak or within the Six Villages MMU (*note you can unsubscribe from the church e-bulletin at any time*);

You can read about how we process your data on the other side of this page.

Signed: _____ Dated: _____

If you do not grant consent we will not be able to use your personal data (so for example we may not be able to let you know about forthcoming services and events) except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available on the back of this form, from our website or from the PCC Secretary, c/o The Vicarage, Feathers Hill, Hatfield Broad Oak. You can withdraw or change your consent at any time by contacting the PCC Secretary, c/o the Vicarage. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Please keep one copy of this form for your reference and return the other to

The PCC Secretary,
c/o The Vicarage,
Feathers Hill,
Hatfield Broad Oak,
Bishop's Stortford,
Herts. CM22 7HD.