

# DATA PRIVACY NOTICE FOR THE SOUTH CLELEY BENEFICE

## Comprising the PCCs of Potterspury w Furtho & Yardley Gobion, Cosgrove and Wicken.

### 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 PCCs of Potterspury w Furtho & Yardley Gobion, Cosgrove and Wicken are the data controllers for their respective Parishes (contact details below). This means they decide how your personal data is processed and for what purposes.

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

The PCCs of Potterspury w Furtho & Yardley Gobion, Cosgrove and Wicken comply with their 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.

The PCCs use your personal data for the following purposes: -

- To enable them to provide a voluntary service for the benefit of the residents of the Parishes of Potterspury w Furtho & Yardley Gobion, Cosgrove and Wicken
- To administer ecumenical parish records;
- To fundraise and promote the interests of the churches
- To manage their employees and volunteers;
- To maintain their accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at the churches in the Benefice.

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

- Explicit consent of the data subject so that the PCCs can keep you informed about news, events, activities and services and keep you informed about parish and benefice events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- 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 those registered on the church electoral roll and
  - there is no disclosure to a third party without consent.

### 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. The PCCs will only share your data with third parties outside of the parishes with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

The PCCs 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, the PCCs 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 that the PCCs hold about you;
- The right to request that the PCCs correct 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 PCCs to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request the PCCs to provide you with your personal data and where possible, to transmit that data directly to another data controller, (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that 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. Data security**

The PCCs will use appropriate steps to keep your personal information safe and secure while it is shared with them, to minimise the risk of loss, theft or hacking.

## **9. Further processing**

If the PCCs wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then they 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, they will seek your prior consent to any new processing.

## **10. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Revd Diane Whittaker, Rector of the Benefice at The Rectory, Church Lane, Potterspury, NN12 7PU

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.

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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>