



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) and The Vicar of St Andrew's, Caversham

1. 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, Caversham and its vicar are each data controllers (contact details below). This means they decide how personal data is processed and for what purposes.

3. How do we process people's personal data?

The PCC and vicar 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.

We use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- To administer membership 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 people of news, events, activities and services running at St Andrew's;

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

One or more of the following (GDPR Article 6) must apply:

- Explicit consent is given by the data subject, e.g. in order to keep them informed about news and activities;
- Processing is necessary in order to fulfil a contract to which the data subject is party, e.g. letting the hall;
- Processing is necessary for carrying out the church's legal obligations, e.g. under employment law, or in order to fulfil Safeguarding requirements;
- Processing is necessary in the carrying out of the church's legitimate interests, e.g. publicising of church events where that is appropriate to the relationship between the church and the individual;

Furthermore, data which reveals someone's religious beliefs (e.g. that they are members of a church) will only be processed (GDPR Article 9) when one of the following applies:

- Explicit consent has been given;
- The church, as a not-for-profit body with a religious aim, carrying out its legitimate activity, provided the processing relates only to members, former members, or those who have regular contact with it in connection with that aim, but disclosure to a third party may only be made with the data subject's consent.

5. Sharing personal data

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 personal data with third parties outside of the parish with the subject's consent.

6. How long do we keep personal data¹?

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 we hold about you;
- The right to request that any inaccurate or out-of-date personal data be corrected;
- The right to request your personal data be erased where it is no longer necessary 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;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use personal data for a new purpose, not covered by this Data Protection Notice, then we will provide a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Whenever necessary, we will seek 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 at office@standrewscaversham.org, or the vicar at vicar@standrewscaversham.org.

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/more/libraries-and-archives/records-management-guides>