



# St Pauls

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## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St Paul's Canford Heath

#### 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 PCC of St Paul's Canford Heath 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 Paul's Canford Heath 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 more data than reasonably required; 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 be a church and as such provide a voluntary service for the benefit of the public in Canford Heath which is in line with our constitution and pastoral care to members of the church;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers (e.g. rota duties)
- 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 Paul's;
- To share the contact details of Wardens, PCC Secretary and Treasurer with the Diocesan office so they can keep them informed about courses, visitations and news within the diocese.
- To enter contracts with individuals (e.g. Sole trader electrician or plumber)

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

- Your explicit consent so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events and to undertake pastoral care.
- Processing contracts with individuals (e.g. Sole trader electrician or plumber)
- 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 that is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim. This aim is being a church, and as such, providing a voluntary service for the benefit of the public in Canford Heath, in line with our constitution. While we process your personal data pursuant to these legitimate interests of ours, we do so only so far as processing on this legal basis:
  - is necessary for the purpose described, and
  - in pursuing the purpose described, we do not use your data in ways you would not reasonably expect, and to comply with our legal obligations when processing personal data we ensure that:-
    - the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); 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. 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<sup>1</sup>?

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].

Data is typically held by St Paul’s for 6 years (electoral roll data; gift aid declarations and associated paperwork). The registers that we are legally required to complete (baptisms, banns and marriages) are eventually held permanently by the Registrar.

## 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 Paul’s, Canford Heath holds about you;
- The right to request that the PCC of St Paul’s, Canford Heath 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 Paul’s, Canford Heath to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with you, (the data subject) and in either case the data controller processes the data by automated means*].
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 make use of any of the rights or if you have a question or want to make a complaint, in the first instance please write to the Church Office at St Paul’s Church, Neighbourhood Centre, Canford Heath, Poole BH17 9DW.

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>