



# St Pauls

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## DATA PRIVACY NOTICE — CHILD friendly The Parochial Church Council (PCC) of St Paul's Canford Heath

### 1. Your personal data – what is it?

Personal data is data (or information) about a person who is alive and we can tell who the information is about from that data. We can know who it is about from one piece of information on its own or together with any other information the person with the data has or is likely to have. Doing things with or using the personal data is controlled by the General Data Protection Regulation (the GDPR).

### 2. Who are we?

The PCC of St Paul's Canford Heath is the one with the data, doing things with it or using it. That makes the PCC "the Data Controller". The way to get in touch with the Data Controller is set out below. This means the PCC as the Data Controller decided what is done with your personal data and what use it makes of your personal data.

### 3. How do we process (or use) your personal data?

The PCC does what it is supposed to do as set out in the GDPR. This means it makes sure that the personal data it has is always correct. It keeps it and destroys it in a way that makes sure no one else will have it. It does not collect or keep any more personal information than it has to. It protects personal data from being lost, or used for something for which it should not be used. It makes sure that no one sees or knows about or has a copy of the personal data who should not do so. It also makes sure that it uses the right kind of technology to protect personal data.

#### The ways set out below are the ways in which the PCC use your personal information: -

- to do the usual things a church does, like holding the services you attend and other normal church things and pastoral care to members of the church
- to make a record of your church membership and membership of all of the church groups for adults and children
- to raise money for the church, which is a charity, and actively encourage membership of the church
- to control our employees and other people who do work for the church
- to keep our own records of money paid in and out; action taken; and letters, emails, and telephone calls to or from the church
- to tell you about news, events, activities, and special services at the Church
- 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 into contracts with individuals (e.g. an electrician or plumber)

### 4. The PCC is allowed to use your personal information so long as:

- You have shown clearly that you agree to our telling you about news, events, activities and services and to undertake pastoral care
- Processing contracts with individuals (e.g. an electrician or plumber)
- If what the PCC does with your personal information is done in order to carry out something the PCC has to do by law.
- If what the PCC does is carried out by a charity with a religious aim. This is the case with the PCC of this church. The aim is for us to be a church, and as a church to freely provide a service to and for the benefit of the people in Canford Heath. While the PCC uses your personal data as part of its legitimate interests, it does so only so far as this:
  - is necessary for the purpose of being a church, and
  - In carrying out that purpose, the PCC does not use your data in any way that you would not reasonably expect, and to make sure that the PCC is not breaking the law in using your personal data the PCC makes sure that:-
    - the use of the personal data applies only to members or former members of the church (or people who have regular contact with it in connection with the use of the personal data); and
    - the PCC does not tell or show or provide copies of it to anyone else unless you have agreed that they have it.

## 5. Sharing your personal data

Your personal data will be treated as absolutely private. That means no one else will see it or hear about it or have a copy of any of your personal data that is in writing. Your personal data will only be shared with other people who belong to our church. And then, only so that we can do the things we normally do for others and with others in church. Your personal data will not be share with anyone outside the church unless you have said “yes” to their having it. Another way of saying this is that you have given your consent to share your personal data with other people outside the church.

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

There is a guide called “Keep or Bin: Care of Your Parish Records”. This sets out how long we should keep different types of church documents. It is available on the Church of England website. The link to this is given in the footnote. The PCC keeps its documents for the length of time set out in that guide. Some types of document have to be kept for 6 years. That includes documents that adults in the church are concerned with like the electoral roll data; gift aid declarations and other paperwork about them. Some documents have to be kept forever. Examples of these are the registers of baptisms, banns and marriages. It is the law that we keep these until the PCC sends them to the Registrar.

## 7. Your rights and your personal data

There are some cases in which rights are not given, but in the normal situation under the GDPR you have rights over your personal data as set out below: -

- The right to ask for a copy of the personal data which the PCC has about you;
- The right to ask that the PCC makes a correction to any personal data if it is found to be wrong or not correct at the time;
- The right to ask for your personal data to be taken off the record (erased), where it is no longer necessary for the PCC to keep it;
- The right to say “no” to the PCC having your personal data. Another way of saying that is that you no longer give your consent, you withdraw your consent to the PCC about using your personal data
- There is a right which is called the right to data portability. This right only applies where the use of your personal data is based on consent or is necessary for carrying out a contract with you, and the use of the data is done by automated means. If this applied it would give you the right at any time to ask the PCC to give you your personal data and if it was possible, for the PCC to pass your personal data on, not to you, but to another Data Controller.
- The right to ask for a restriction to be put on future use of your personal data, if you say that what the PCC has as your personal data is not correct, or if you do not agree with the way your personal data is being used;
- There is a right to object to very special types of use made by a Data Controller of personal data. The PCC does not use your personal data for any of those special uses. These special types of use by a Data Controller are: for the performance of a task in the public interest; for exercise of official authority; for direct marketing; and for the purposes of scientific or for historical research and statistics. And the Data Controller uses that special type of personal data this way because these are a normal part of its business.
- The right to make a complaint to the Information Commissioners Office.

## 8. Further processing

If we wish to use your personal data for another use which is new and so not mentioned in this Data Protection Notice, then we will give you a new notice setting out this new use before we begin to use it and we will give you the same kind of detail about it as we have given in this notice for the existing uses. We will ask for your consent where and whenever we need it for the new processing before we start to use it..

## 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>