

DATA PRIVACY NOTICE
THE CHURCH OF ENGLAND IN HADLEIGH, ST BARNABAS

**The Parochial Church Council (PCC) of the Parish of St Barnabas, Hadleigh
and the Ministers licensed to serve in the Parish of St Barnabas, Hadleigh**

We are committed to safeguarding your privacy. The collection and use of personal information by us is in accordance with the Data Protection Act of 1998. This privacy policy only covers data collected and used by the Parish. Please read the following policy to understand how your personal information will be treated. This policy was last updated in May 2018 and may change from time to time.

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 The Parish of St Barnabas, Hadleigh and the Ministers authorised and licensed to serve in the Parish of St Barnabas, Hadleigh are the data controllers (contact details below). This means they decide how personal data is processed and for what purposes.

3. What data do we collect?

We only collect personal information when you specifically and knowingly provide it to us directly and this will only be your name and contact details, unless more information is needed (eg for a wedding, funeral or baptism). Some details may be shared with the wider Church of England. We may then communicate with you by post and/or telephone and/or email depending on your expressed preferences.

4. How do we process personal data?

We comply with our 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 (locked cabinets, password-protected electronic records). We will not share your data with other organisations

We use your personal data for the following purposes: -

- To enable us to be the Church and provide a voluntary service for the benefit of the public in the Parish of St Barnabas, Hadleigh and surrounding areas;
- 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 you about acts of remembrance for anniversary of death, baptisms and wedding; news, financial requests, events and activities specifically to do with your involvement in the Church and services in the Parish of St James the Less, Hadleigh.

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

We have to have the explicit consent of the data subject so that we can keep you informed about news, events, and activities specifically to do with your involvement in the Church and services in the Parish, and to process your gift aid donations, as long as:

- processing of data is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement, and
- processing of data is carried out by a not-for-profit body with a religious aim provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent.

6. 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.

7. How long do we keep your 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.

8. 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 the personal data which we hold about you
- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to change your preferences for how we communicate with you
- The right to request your personal data is erased where it is no longer necessary for us 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 the data subject with his/her personal data and where possible, transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*This only applies where the processing is based on consent or is necessary for the performance of a contract with 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 Commissioner's Office

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

10. Contact Details

To exercise all relevant rights, to ask questions or to complain, please in the first instance contact the Revd Ruth Cartwright – email ruth@cartmann.eclipse.co.uk; telephone 01702 426998.

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>