



St Peter and St Paul West Clandon

DATA PRIVACY NOTICE

The Parochial Church Council of the Church of St Peter & St Paul, West Clandon and The Incumbent of The Church of St Peter and St Paul, West Clandon

1. Your personal data – what is it?

Personal data is any information about a living individual who can be identified from that data. This can include names, titles, aliases, photographs, date of birth, gender, contact details and financial identifiers where you make donations or pay for activities such as the hire of a hall or tickets for events.

Identification can be by the information alone or in conjunction with any other information in the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Parochial Church Council of the Church of St Peter and St Paul, West Clandon (The PCC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. The Incumbent is also a data controller in his own right (contact details the same as the PCC, below). In this Privacy Notice, 'we' refers to the Incumbent and PCC both individually and together. The PCC works together with the incumbent of the parish and other appropriate bodies within our denominational and synodical structure and we are all responsible to you for how we process your data.

3. How do we process your personal data?

The PCC 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 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 your 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 as specified in the The Parochial Church Councils (Powers) Measures (1956) (available [here](#)), and the Church Representation Rules (available [here](#));
- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll) in accordance with the Church Representation Rules;
- To administer the parish membership records;
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform ecclesiastical services for you (such as baptisms, confirmations, weddings and funerals);
- To notify you of changes to our services, events and role holders;
- For stewardship purposes and to process any donation you have made (including Gift Aid information);
- To fundraise and promote the interests of the church;
- To seek your views or comments;
- To manage our contractors, employees and volunteers;

- 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 Peter & St Paul's;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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

- Most of your personal data is processed because it is necessary for our legitimate interests or the legitimate interest of a third party (such as another entity in the Church of England) to enable our charitable and missional aims. This is based upon your connection with, work within (voluntary or paid), donations or services that you provide to our church and/or local community.
- Some of our processing is necessary for carrying out legal obligations, for example in relation to Gift Aid or under employment, social security or social protection law;
- Processing is carried out by a not-for-profit body (The Church) with a political, philosophical, religious or trade union 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.
- Consent of the data subject, where consent is received from the data subject for other personal data processing not covered by the aforementioned legal bases.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the church or with third parties where it is necessary for the performance of our tasks or for purposes connected with the church. We will only share your data where there is legitimate or legal reason to do so, or with your consent.

6. 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].

In general we will try to keep your data only for so long as we need, in accordance with the Church of England's policies.

However, we retain electoral roll data while it is still current; gift aid declarations and data related to church finances and associated paperwork related to both for at least 7 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 the PCC holds about you;
- The right to request that the PCC 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 to retain such data;
- The right to withdraw your consent to the processing at any time to which consent was sought;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- 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)

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>

- 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 exercise all relevant rights, queries or complaints please in the first instance contact the Church Administrator mia@clandon-churches.org or on 07957 984312

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.