

DATA PRIVACY NOTICE

The Parochial Church Council (PCC), St Christopher Pott Shrigley, Diocese of Chester

1. What is personal data?

Personal data is that information about a living individual which would enable the individual to be identified from that data. Identification could be made from the information on its own or in conjunction with any other information currently in the data controller's possession or information likely to come into the data controller's possession in future. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who is the data controller at St Christopher's?

The PCC of St Christopher's Pott Shrigley is the data controller (contact details below). This means the PCC decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Christopher's Pott Shrigley 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.

4. How do we use your personal data?

We use your personal data for the following purposes: -

- To inform you of news, events, activities and services running at St Christopher's;
- To enable us to provide a pastoral service and other ministries (e.g. home visiting, home groups etc) for the benefit of people who attend (or have attended) church activities and events.
- To operate the Pott Shrigley Church website and deliver the services people request e.g. forward emails to the wedding co-ordinator, ringing master etc.
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To fundraise and promote the aims of St Christopher's;
- To contact individuals via surveys to ascertain their views of activities which take place (or may take place in future) at St Christopher's
- To manage our employees and volunteers;
- 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.

5. What legal basis do we use to process personal data?

- Obtain explicit consent of the data subject (you) so we can keep you informed about news, events, activities and services locally and about diocesan events. Please note that we do not obtain explicit consent for names to be displayed on rotas (e.g. for cleaning) in church as this is considered a legitimate thing for the church to do without explicit consent.
- We are legally obliged to process some data (e.g. gift aid applications or keeping the church electoral roll up to date) or under employment, social security or social protection law.

At St Christopher's (a not-for-profit body with a religious aim) processing relates only to members or former members of our church and to those who have regular contact with our church. 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:

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

Specifically, we retain electoral roll data while it is still current, gift aid declarations and associated paperwork for up to six 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 the PCC of St Christopher's Pott Shrigley holds about you;
- The right to request that the PCC of St Christopher's Pott Shrigley 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 Christopher's Pott Shrigley 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, to transmit that data directly to another data controller, (known as the right to data portability).
- 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);
- The right to lodge a complaint with the Information Commissioner's 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 PCC secretary at pccsecretary@pottshrigleychurch.org.uk or at St Christopher's Church, Pott Shrigley, Macclesfield, SK10 5RT.

You can contact the Information Commissioner's 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.
