

DATA PRIVACY NOTICE – 15/05/2018

The Parochial Church Council (PCC) of St Peter's, Bishop's Waltham

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 Rector of St Peter's Bishop's Waltham, Rev James Hunt, is the data controller (contact details below). This means he decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

St Peter's, Bishop's Waltham 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: -

- For members of the clergy, leadership team and pastoral team to provide pastoral care to parishioners;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity (where consent is explicitly given);
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To operate the St Peter's web site and social media sites and deliver the services that individuals have requested;
- To inform you of news, events, activities and services running at St Peter's and St Peter's groups (where consent is explicitly given);
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- To form a printed directory that is distributed as a paper copy to St Peter's church members. This includes anyone currently or in the future that worships regularly at St Peter's and consents to be in the directory. Its sole use should be for one to one contact between church members to contact each other more easily for church activities and groups, and by church leaders for reference and appropriate contact about important events. We expect church members to use the details provided only for that purpose, as has successfully been the case up to now, the Church (Rev James Hunt and the PCC) has no ability to control its use once the printed directory is circulated;
- Where you are involved in a rota your contact details will be included to enable quick and easy contact with other rota members;
- Our processing also includes the use of CCTV systems for the prevention of crime.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities, groups and services at St Peter's and diocesan events. The consent statement is provided at the foot of this notice;
- 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 is carried out by a not-for-profit body 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.

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 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.

We will aim to reissue the printed directory every two years. We will not hold the data for longer than three years if you have not reconfirmed the details in this period.

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 Peter’s, Bishop’s Waltham holds about you;
- The right to request that the PCC of St Peter’s, Bishop’s Waltham 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 Peter’s, Bishop’s Waltham 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), (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)
- 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

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

9. Contact Details (continued)

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Office at bwuoffice@tiscali.co.uk, 01489 892197.

Data Controller and Rector – Rev James Hunt (jameshunt1966@gmail.com, 07570 042916)

Data Compliance Officer & Directory Administrator - Robin Andersen (Robincandersen@gmail.com, 07796 676004)

10. Consent statement

A signed or emailed version of the below consent statement is needed:

CONSENT STATEMENT

Your privacy is important to us and we would like to communicate with you about the church and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

You can find out more about how we use your personal data by reading our privacy notice which you can find here: <https://www.stpetersbw.org.uk/about-us/Welcome/>

	Your details	If you are aged 16 or under your parent or guardian should confirm their consent below
Name
Address

Email Address
Phone No.
Mobile No.
Signature
Date

Please confirm your consent to the following including that you have read the Privacy Notice above:

1. Agree to be in directory

By ticking this we will include you in the St Peter's directory. The directory is distributed as a paper copy to St Peter's church members. This includes anyone currently or in the future that worships regularly at St Peters and consents to be in the directory.

2. Agree to be contacted by finance and group leaders in the church

We may contact you (via email, mobile, telephone, social media and post) to keep you informed about what is going on in the local or neighbouring parishes including news, events, meetings, clubs, groups and activities. We may contact you about groups and activities you may be interested in participating in. Occasionally names and photos may appear in newsletters, bulletins or on websites, or social media.

3. If you do not agree to tick box 2 indicate which groups you are happy to be contacted by:

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Please return this form to your group leader or the Church Office at bwuoffice@tiscali.co.uk or St Peter's Church and Stables, Free Street, Bishop's Waltham, SO32 1AS.