



DATA PRIVACY NOTICE

Last updated: February 2019; Approved by PCC: March 2019

1. Your personal data – what is it?

Personal data comprises information relating to an identifiable living individual. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or which is likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and the Data Protection Act 2018.

2. Who are we?

The Parochial Church Council (PCC) is the data controller as defined by GDPR (contact details below). This means that the PCC is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC complies with its obligations under GDPR by keeping personal data up to date; by storing and disposing of 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 measures are in place to protect personal data.

We use personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership records and the parish electoral roll;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform people of news, events, activities and services running at St Brandon's; and
- To share with the Durham Diocesan office so they can inform about news in the diocese and events, activities and services that will be occurring in the diocese.

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

We hold data for use under several different bases, as defined by GDPR:

- Our legitimate interest as a church and community body to inform about services, social activities and meetings;
- Explicit consent where data provided for one purpose is used for another purpose;
- Where processing is necessary for carrying out legal obligations in relation to Gift Aid, compiling the electoral roll, under employment, social security or social protection law; and
- Sensitive personal data about religious belief, including confirmation and baptism, is held in order to carry out activities directly related to our status as a not-for-profit body with religious aims, but only where:
 - the processing relates only to members or former members (or those who have regular contact 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 accessed by those members of the church where necessary to carry out those types of processing set out above. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide [*Keep or Bin: The Care of Your Parish Records*](#) which is available from the Church of England website.

Specifically, we retain electoral roll data while it is still current; one-off gift aid declarations and associated paperwork for seven years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanent gift aid declarations, safeguarding records and minutes of meetings are held indefinitely.

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 the personal data that the PCC holds about you;
- The right to request that the PCC corrects any personal data if it is found to be inaccurate;
- The right to request your personal data is erased, to request that a restriction is placed on further processing, or to object to the processing of your personal data. The PCC will consider such

requests in the context of its own legitimate interests and legal requirements that may require it to continue to hold the data;

- The right to withdraw your consent to the processing at any time, where processing is based upon consent;
- The right to data portability, 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 privacy notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where appropriate, we will seek your prior consent to the new processing.

9. Contact Details

To exercise your rights under GDPR, or if you have any queries or complaints please contact the PCC Secretary:

Professor Mike Higton
1 The Village
Brancepeth
Durham DH7 8DG
0191 597 4675
mike.higton@durham.ac.uk

You can contact the Information Commissioners Office at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
0303 123 1113

For email contact details, see <https://ico.org.uk/global/contact-us/email/>