



## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St Thomas' Lancaster

#### 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 St Thomas' Lancaster is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

The PCC of St Thomas' Lancaster 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: -

- The day-to-day administration of the church; e.g. pastoral care and oversight including calls and visits, ministry to children and young people, preparation of rotas, maintaining financial records of giving for audit and tax purposes.
- Contacting people to keep them informed of church activities and events.
- For Statistical analysis to gain a better understanding of church demographics. Although collated church data may be passed to a third party, such as number of small groups or small group attendances, no personal data will be disclosed.
- To fulfill Safeguarding requirements
- 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 and giving);
- To inform you of news, events, activities and services running at St Thomas';

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

- Consent. Explicit consent of the data subject so that we can keep you informed about news, events, activities and services
- Legal Obligation. Processing is necessary for carrying out obligations under employment, safeguarding, social security or social protection law, or a collective agreement; and process your gift aid donations, giving and expenses.
- Legitimate Activity. (Under an exemption provided in Article 9 Para 2(d) allowing the processing of sensitive data in the course of Legitimate Activity). 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.

This allows for the creation of team lists, registers, rotas and the like and the sharing of those rotas with other people on the rota. The storing of email addresses and emails.

## 5. Sharing your personal data

St Thomas's Church will treat all personal information of data subjects as private and confidential and not disclose any of this data to anyone other than the staff and leaders of church activities in order to facilitate the administration and day-to-day ministry of the church.

There are four exceptional circumstances to the above permitted by law:

1. Where we are legally compelled to do so.
2. Where there is a duty to the public to disclose.
3. Where disclosure is required to protect a data subject's interest.
4. Where disclosure is made at the request or consent of a data subject.

## 6. How long do we keep your personal data<sup>1</sup>?

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.

## 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 Thomas', Lancaster holds about you;
- The right to request that the PCC of St Thomas', Lancaster 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 Thomas', Lancaster 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) [*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 Commissioners Office.

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<sup>1</sup> 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

## **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 of complaints please in the first instance contact the Data Protection Officer at [admin@st.tees.org.uk](mailto:admin@st.tees.org.uk)

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.