

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Laurence's, Long Eaton (St Laurence's) Bishop Roger Jupp, Vicar of St Laurence's, Long Eaton

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?

Under the GDPR there are two separate data controllers at St Laurence's and they decide how your personal data is processed and for what purposes.

- The PCC of St Laurence's
- Bishop Roger Jupp as Vicar

In this notice the use of the term Data Controller shall mean (a) The Parochial Church Council and (b) Bishop Roger Jupp and the terms of this notice apply to each of them individually.

Contact details are given at the end of this notice.

3. How do we process your personal data?

The Data Controller 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 may use your personal data where applicable for the following purposes: -

- To enable us to promote in the parish the whole mission of the Church as laid down in the Parochial Church Councils (Powers) Measure 1956 as amended;
- To carry out pastoral care;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our 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 Laurence'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.
- To operate the church web site.

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

We will process your personal data on one of the following legal bases:-

- Where it is necessary to fulfil a **legal obligation**, such as complying with a legislative requirement regarding social protection law, processing Gift Aid applications or in relation to the Electoral Roll.
- Where it is necessary for the purposes of the **legitimate interests** of the Data Controller, such as general administration of church groups and the compiling of rotas.
- Where it is necessary for the performance of a **contract** to which you are a party, such as the hiring of the Church Hall.
- Your explicit **consent**.

Where data is classed as sensitive (included in the "special categories of personal data" under the GDPR) we will process it on one of the bases outlined above but will also identify an additional basis from one of the following:-

- Your explicit **consent**.
- Where processing is carried out in the course of a **legitimate activity** of the PCC provided that:-
 - the processing relates only to members or former members or to individuals with whom there is regular contact; 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 data?

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.

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 where applicable: -

- The right to request a copy of your personal data which the Data Controller holds about you;
- The right to request that the Data Controller 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 Data Controller 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 - the right to data portability. (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. (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.

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 on 0115 973 2610 or via email at info@st-laurence.net

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