

St Mary's Church, Holmbury

DATA PRIVACY POLICY

The Parochial Church Council (PCC) of St Mary's Church takes seriously its moral and legal obligations to protect the personal information we hold about individuals from misuse. St Mary's is a member church of the Church of England, a registered charity. St Mary's PCC is the team responsible for managing all aspects of church activity in the Parish; we comply with the relevant regulatory requirements of the Church of England and of the Charities Commission.

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), which comes into effect on 25 May 2018.

2. How do we process your personal data?

The PCC of St Mary's, Holmbury is the *data controller* (contact details below). This means we decide how your personal data is processed and for what purposes. We comply with our 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 for one or more of the following purposes:

- To administer membership records
- To fundraise
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid declarations, standing orders and direct debits)
- To inform you of news, events, activities, meetings and services at St Mary's and at the other churches of the Leith Hill Benefice
- To fulfil our legal obligations in the administration of marriages and funerals
- To fulfil the Church of England's legal requirements for the conduct and reporting of baptisms and the church's Electoral Roll

We only store personal data in digital form on systems that require individual user login to gain access and are properly protected from unauthorised access using protection mechanisms including firewall, anti-virus and anti-malware software. Any essential paper records containing personal data are stored securely. Parish registers (of baptisms, marriages and interments) are kept in locked safes.

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

One or more of the following criteria will apply:

- We have your explicit consent so that we can keep you informed about news, events, activities, meetings and services at St Mary's and the other churches in the Leith Hill Benefice and to keep you informed about diocesan and deanery events;
- We have a legal contract with you, for example for the hire of the Church Room;
- Processing is required to fulfil St Mary's Church's legal obligations in relation to Gift Aid, marriages, funerals, baptisms and the Electoral Roll.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of St Mary's Church in order to carry out a service to other church members or the parish or for other purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

5. How long do we keep your personal data?

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.

6. 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 Mary's, Holmbury holds about you;
- The right to request that the PCC of St Mary's, Holmbury 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 Mary's, Holmbury to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Policy, 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.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Liz Cave, Churchwarden, at stmarypcc@holmburystmary.org.uk .

Holmbury St Mary PCC, May 2018