

## DATA PRIVACY NOTICE

### The St. Nicholas, Sandhurst Parochial Church Council (PCC) and the Incumbent

#### 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 2016/679 (the "GDPR").

#### 2. Who are we?

This privacy notice is provided St. Nicholas, Sandhurst PCC which is the data controller for some of your personal data. The PCC works together with the Incumbent of the parish (i.e. the Vicar or Rector) who is also a data controller. A data controller decides how your personal data is processed and for what purposes.

The PCC and the incumbent work together and may need to share personal information so that they can carry out their responsibilities to the Church and the community. As such they are joint data controllers, and both are responsible for how your data is processed.

This privacy notice is issued by St Nicholas, Sandhurst PCC on its own behalf and that of the incumbent. In the rest of this privacy notice we use the words "we", "our" and "us" to refer to each data controller as appropriate.

#### 3. What type of information do we hold

For members of the public who have occasional, or regular, contact with the church

- Title, names, address, aliases and photographs.
- Contact information such as telephone numbers and email address.
- Where relevant to our mission and where you provide this information to us, we may hold demographic information such as gender, age, marital status, nationality, work and education history, family composition, dependants and next of kin. We may also hold a child's name and their guardian contact information.
- When you make donations, pay for activities at the church or provide services to the church we may hold financial identifiers such as bank account numbers, tax status, records of payments and donations.
- Other sensitive information including racial or ethnic origin, religious beliefs, details on mental, physical health and other injuries, sexual orientation, criminal records, fines and other judicial records.

Not all this information is mandatory, and we will only hold that which is necessary for the task

For individuals who have a role to play in the operation of the church, whether formal or informal, we may hold similar information some of which (nationality and date of birth for example) is mandatory. Where appropriate we may also hold

- Employment information such as tax and NI codes, employee performance information and other information as outlined in the employee handbook

#### **4. Where did we get this information from?**

You gave it to us! This may have been when you donated and asked us to claim gift aid, or it maybe we needed this information to provide the service you asked for (a wedding ceremony perhaps).

#### **5. How do we process your personal data?**

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 use your personal data for the following purposes: -

- To manage the administration of the services that you have asked us to provide;
- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records, administer donations (including the processing of gift aid applications), making payments;
- To inform you of news, events, activities and services connected with the Benefice;
- To fundraise and promote the interests of the Benefice;
- To enable us to meet our legal and statutory obligations (including publishing the electoral role and carry out safeguarding procedures).

#### **6. 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 and services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law.
- Processing is carried out by a not-for-profit body religious organisation 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 is called “legitimate interest”. We will always seek your specific consent before emailing or phoning you. If at any time you would prefer not to hear from us, please let us know by telephone or email (contact details below).

#### **7. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Benefice for purposes connected with the Benefice. We may share some of your data outside of the Benefice where necessary for the performance of our tasks. For example

- Canterbury Diocese including the Diocesan Board of Finance.
- Specific organists, funeral directors, stone masons and others involved in one of our church services.
- Our bankers.

Otherwise, we will only share your data with third parties with your consent.

We will share your personal information if legally obliged to do so.

## **8. Transfer of data abroad**

We will not specifically transfer your personal data outside of the EU.

However, we do send data by email and such emails may pass through servers outside the EU. All personal data sent by email will be encrypted and password protected to ensure it cannot be accessed en-route.

Your data may be stored on cloud-based servers outside of the EU. However, these services and service providers are part of the EU-US Privacy Shield, which has been approved by the European Commission as giving personal data an adequate level of protection. For further details, see European Commission: EU-US Privacy Shield.

## **9. 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 [see footnote<sup>1</sup> for link].

Some specific examples: 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.

Generally, we do not keep your data any longer than we need to.

## **10. 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 that we hold about you; To do this you can make a Subject Access Request. This is free, and we will respond within 30 days.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to stop your information being used in certain ways. For example, you might want to stop us getting in touch by email but are happy to continue receiving news and updates by post;
- The right to request your personal data is erased where it is no longer necessary for the us 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. See contact details below.

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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/more/libraries-and-archives/records-management-guides>

## **11. Further processing and changes to this policy**

We may change this policy from time to time and will communicate this change via email to users who have provided an email address. We will also post a notice on our website prior to the change becoming effective.

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.

## **12. Contact Details**

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Parish Administrator. You can telephone on 01580 850849 or email: [benendenchurch@gmail.com](mailto:benendenchurch@gmail.com)

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.