

**THE ECCLESIASTICAL  
PARISH OF ST MARY THE VIRGIN CHURCH, ASHWELL**

Registered Charity number 1134776

**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of St Mary's, Ashwell**

**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 Rector of St Mary's is the data controller; this means that he / she decides 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 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. It has suitable physical, electronic and managerial procedures to keep the information safe and confidential.

We use your personal data for the following purposes:-

- To enable us to provide a voluntary service for the benefit of the people in our parish;
- To administer membership records;
- To fundraise and promote the interests of our church as a charity;
- To manage our employees and volunteers;
- To maintain our accounts and records (including the processing of gift aid);
- To inform you of news, events, activities and services run at or by St Mary'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 may be of interest to you.

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

- We require consent from you (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, or a collective agreement;
- Processing is carried out by St Mary's Church provided:-

- It relates only to members or former members (or those who have regular contact with the church); and
- No personal information will be shared to a third party without your 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. No personal information will be shared to a third party without your consent.

## **6 How long do we keep your personal data?**

We keep data in accordance with the guidance contained within two documents from the General Synod:

- 1 Keep or Bin ....? – The Care of your Parish Records Church of England Centre Records Management Guide No.1,  
and
- 2 Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church.

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**

You have the following rights with respect to your personal data:-

- to request a copy of your personal data which the PCC of St Mary's, Ashwell holds about you;
- to request that the PCC of St Mary's, Ashwell corrects any personal data if it is found to be inaccurate or out of date;
- to request your personal data is erased where it is no longer necessary for the PCC of St Mary's, Ashwell to retain such data;
- to withdraw your consent to the processing at any time;
- to data portability ie: to request the data controller to transmit (where possible) your personal data directly to another data controller.
- where there is a dispute regarding the accuracy or processing of your personal data, to request a restriction on further processing;
- to object to the processing of personal data.
- 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. We will seek your consent prior to any new processing.

## **9 Contact details**

To exercise all relevant rights, queries or complaints please contact the Rector at 109 High Street, Ashwell, Hertfordshire, SG7 5PQ Tel: 01462 742277.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email>