

All Saints Hampreston & Stapehill



DATA PRIVACY NOTICE

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").

Who are we?

The PCC of All Saints Hampreston and Stapehill is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The PCC of All Saints Hampreston and Stapehill 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:-

- To administer membership records;
- To manage our employees and volunteers;
- To maintain our own accounts and records, including the processing of gift aid applications.
- To inform individuals of news, events, activities or services running at All Saints Hampreston and Stapehill.
- To further the work of the mission of the church.

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 legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- **LEGITIMATE INTEREST** - Processing is carried out by All Saints Hampreston and Stapehill as a not-for-profit body with a religious 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.

Sharing your personal data

All Saints

Hampreston & Stapehill

Your personal data will be treated as strictly confidential, and will be shared only with church ministry leaders. We will only share your data with third parties with your consent.

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 or on request from the Church Administrator or PCC Secretary.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the tax year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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 All Saints Hampreston and Stapehill holds about you;
- The right to request that the PCC of All Saints Hampreston and Stapehill 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 All Saints Hampreston and Stapehill 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 object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests];
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Parish Administrator - email: allsaintshampreston@gmail.com or telephone: 07419 907343.

For full details see the Information Commissioners Office website ico.org.uk or call 0303 123 1113