

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of All Saints' Harbury

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 PCC of All Saints', Harbury is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. "We", "Us" and "Our" in this notice refer to All Saints', Harbury.

3. How do we process your personal data?

The PCC of All Saints', Harbury 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 enable us to provide a voluntary service for the benefit of the public
- 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 All Saints' and to acknowledge your donations.
- To share your contact details with the South Deanery and Diocesan office so they can keep you informed about news and events, activities and services that will be occurring and in which you may be interested.

4. 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 and keep you informed about deanery and diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, or social protection law, or statutory requirements.

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 data¹?

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 for link](#)].

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 (stored at Warwick Records Office).

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: -

- The right to request a copy of your personal data which the PCC of All Saint's, Harbury holds about you;
- The right to request that the PCC of All Saint's, Harbury 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 Saint's, Harbury 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, (known as the right to data portability), where applicable. This 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, where applicable. This 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.

Please note, however, that we reserve the right to request evidence of identity before responding to a request for information, to avoid disclosing data to a fraudulent enquirer who may be seeking information about you

8. External links

Although our website sets out to include only safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout our website. (External links are clickable text/banner/image links to other websites).

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note that they click on external links at their **own risk** and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

9. Social media

Communication, engagement and actions taken through external social media platforms that our website and the charity participate on are subject to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users of our website and associated media are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. We will never ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact us through primary communication channels such as by telephone or email.

Our website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that

they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

We, through our social media platform accounts, may share web links to relevant web pages. By default some social media platforms shorten lengthy web addresses (known as URLs) - for example: <http://bit.ly/zyVUBo>. Users are advised to take caution and good judgement before clicking any shortened URLs published on social media platforms by our website and the Church. Despite the best efforts to ensure only genuine URLs are published many social media platforms are prone to spam and hacking and therefore our website and the Charity cannot be held liable for any damages or implications caused by visiting any shortened links.

10. Further processing

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

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Rector at Kankudai43@aol.co.uk

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.

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>