

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of Church of the Good Shepherd, Cox Green

#### 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 the Church of the Good Shepherd, Cox Green, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

#### 3. What types of personal data do we process?

We make use of the following types of personal data (a subset of data is collected dependent on the data subject's role in the church):

- Name
- Address / Telephone / Email address
- Contact preferences
- Age / Date of Birth / Gender / Allergies / Medical conditions
- Church group membership and attendance
- Gift Aid information
- DBS certificate numbers, applicable roles and decisions.
- Relevant training course accreditations
- Safeguarding incident documentation
- Pastoral care information

#### 4. How do we process your personal data?

The PCC of the Church of the Good Shepherd, Cox Green, 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 in our Parish and beyond;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and 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 the Good Shepherd, Cox Green;
- To share your contact details with the Vicar and Church Administrator; and also with the Church Wardens, PCC Treasurer, PCC Secretary and Electoral Roll Officer and others entrusted with roles of responsibility within the church, should the need arise.

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

- For all people currently connected with the church as members or attenders of any church-related activity, we hold your data to keep you informed about activities in which you are already involved, for general church administration or for gift-aid related purposes.
- For people for whom we have a legitimate interest to keep their details, regardless of marketing consent, we will hold their data on that basis. In the case of non-attending spouses, partners and children of church members, we will hold their names only on the basis of legitimate interest.
- We hold people's data on the basis of Consent, where they have given their consent for us to do so.
- For providers of supplies and services, their data will be held for contractual reasons.
- We hold personal data for legal or Safeguarding reasons where required to do so. For example, for all children and vulnerable adults, and church staff and members connected with church activities involving these groups, processing is necessary for compliance with a legal/Safeguarding obligation.
- We hold data for vital interest reasons where the holding of that information may be necessary in order to preserve life. This would include the holding of medical information.
- In the case of employees, processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing of Criminal Convictions data for staff and volunteers working with children and vulnerable adults is carried out under the UK Data Protection Act 2018 Schedule 1 section 31.

- Processing of data relating to Religious Beliefs is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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.

## 6. Sending electronic communications for marketing purposes

- We seek the explicit consent of the data subject so that we can keep you informed about news, activities, services and other related events.

## 7. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. We make use of external Data Processors such as Microsoft and ChurchBuilder with whom we share your data under strict contractual terms that protect your rights. We will only release your data to other third parties outside of the church with your consent.

## 8. How long do we keep your personal data<sup>1</sup>?

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], and in accordance with Church of England Safeguarding Regulations.

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.

## 9. 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 the Church of the Good Shepherd, Cox Green, holds about you;

- The right to request that the PCC of the Church of the Good Shepherd, Cox Green, 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 the Church of the Good Shepherd, Cox Green, 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.
- The right to lodge a complaint with the Information Commissioners Office.

## 10. 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.

## 11. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at: The Parish Office, Church of the Good Shepherd, Cox Green Community Centre, 51 Highfield Lane, Cox Green, Maidenhead, Berks. SL6 3AX Tel. 01628 632567, Email [goodshepherd.coxgreen@gmail.com](mailto:goodshepherd.coxgreen@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.

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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>