

Introduction

The General Data Protection Regulation (GDPR) has been in force in UK law since 2018. GDPR is the principal body of law that protects the personal data of individual subjects and governs how organisations can legitimately collect, store and process such personal data. As a church and as a registered charity that processes a significant amount of personal data, All Saints Dulverton is legally required to review and refine how it collects, holds, processes, uses and publishes this data. It is also a legal requirement to inform data subjects for what purpose we process personal data and how we perform this data processing.

1. Your personal data – what is it?

Personal data is any information relating to a living individual (the data subject) 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 their possession. The processing of personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Personal data is about living people and could be for example:

- their name
- contact details
- medical details or banking details.

Sensitive personal data is also about living people, but it includes one or more details of a data subject's:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- membership of a trade union
- genetic data or biometric data where used for identification purposes
- health
- sex life or sexual orientation.

2. Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of All Saints Dulverton which is the data controller - the body who is legally responsible for the proper processing and storage of your personal data.

3. How do we process your personal data?

The PCC complies with their obligations under the GDPR by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all the following purposes:

- to enable us to provide a voluntary service for the benefit of the church and the community
- to deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as deemed appropriate by the PCC.
- to enable those who undertake pastoral care duties as appropriate.
- to administer proper records and accounting information
- to enable us to meet all legal and statutory obligations (which include electoral, baptism, marriage and funeral registers)
- to carry out comprehensive safeguarding procedures
- to seek your views or comments
- to raise funds and promote the interests of the Church
- to manage our employees and volunteers
- to notify you of changes to our services, events and role holders
- to send you communications which you have requested
- to inform you of news, information, events and activities.

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

- Unless you are a current employee or office holder, we need your explicit consent to keep you informed about news, events, activities and services. We also need your explicit consent to process your gift aid donations.
- If data processing is necessary for carrying out obligations or enforcing rights under a contract of employment, social security or social protection law, required registration, or a collective agreement your consent is implicit.
- If you are not an employee, most of your data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk.
- Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation

Rules to administer and publish electoral and to register all births, baptisms and funerals.

- We may also process data if it is necessary for the performance of a separate contract with you. An example of this would be the hire of Church facilities.
- We will also process your data in order to assist you in fulfilling your role in the Church including pastoral and administrative support or for compliance with a legal obligation.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- There is no disclosure to a third party without consent except as set out in 5 below.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the work of the PCC, and with statutory bodies in compliance with any legal obligations.

6. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for up to 7 years. In general, we will endeavour to keep data only for as long as we need. .

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 holds about you. Once we have received your request, we will respond within one month.
- The right to correct or update any personal data if it is found to be inaccurate or out of date. If the data we hold about you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- The right to request your personal data is erased where it is no longer necessary for the PCC to retain such data. When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted.
- The right to withdraw your consent to the processing at any time. You can withdraw your consent easily by telephone, email, or by post.
- 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). We will comply with your request, where it is feasible to do so, within one month of receiving your request.

- 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).
- The right to lodge a complaint or seek judicial remedy and to be informed who to contact in such instances.

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 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

Please contact us if you have any questions about this Privacy Notice or the information we hold about you.

The Data Controller is the Parochial Church Council and can be contacted at allsaintsdulverton@gmail.com

You can contact the Email Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK95AF.