

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. This can include names, contact details, photographs and more sensitive information, such as allergies.

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 St James Fletchamstead is the data controller. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

St James Fletchamstead 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 may use your personal data for the following purposes: -

- To administer membership records, the Electoral Roll, group lists and rota lists;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications and Marriage, Baptism and Funeral applications and Registers);
- To comply with Safeguarding, Church of England and legal regulations and guidelines;
- To respond to enquiries, requests and other contractual needs;
- To respond to pastoral needs;
- To inform you of news, events, activities and services running at St James Fletchamstead.
- The details included in children's registration forms, provided by parents of health conditions, in relation to group attendance in case we must intervene medically in the absence of a parent during a children/youth regular group/activity/trip.

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

- Explicit consent of the data subject is obtained in order to keep you informed about news, events, groups, activities and services;
- Explicit consent of the data subject is obtained in order to use photographs, videos, or other forms of media in our literature, on our noticeboards, website and social media sites;
- Processing is necessary for the legitimate interests of the data controller in terms of fulfilling Church of England processes, including, but not limited to; church elections and minutes of church meetings, Safeguarding and pastoral uses;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid and finances, or under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for completing a form of contract with the data subject including, but not limited to; baptism, wedding and funeral ceremonies, carrying out building work on church property and employment contracts;
- Processing is carried out only for the purposes originally intended when the data was collected, within a reasonable time scale of gaining that data, with a level of transparency that allows the data subject to exercise their rights as described in (7) below.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used where necessary by other authorised members of the church for purposes connected with the church and in accordance with the relevant basis for processing and consent (if required). It will be shared with the Incumbent (i.e. the Vicar) who in law is treated as a separate Legal Entity. For those who have opted in to our mailing list, their name and email address will be shared with Mailchimp, an online company which holds data (limited to names, email addresses, IP addresses and time stamps) in order to process emails, and that which is compliant with current E.U. privacy law. Otherwise, we will only share your data with third parties outside of the parish with your consent, or where necessary to comply with UK Law.

6. How long do we keep your personal data?

The length of time your data is retained depends on the purpose we collected your data for. For example; finance and Gift Aid data will be retained for up to 6 years after the calendar year to which they relate; marriage registers will be kept permanently, but marriage application forms may be kept up to 12 months after the date of the wedding. For full details, please refer to our Data Protection Policy.

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 the personal data that St James Fletchamstead holds about you;
- The right to request that St James Fletchamstead 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 St James Fletchamstead to retain such data;
- The right to withdraw your consent to the processing at any time, where consent is given;
- The right to data portability i.e. to request that the data controller provide the data subject with their personal data and to transmit that data directly to another data controller by automated means, where the processing is based on consent or is necessary for the performance of a contract with the data subject;
- 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 processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority), direct marketing, or processing for scientific/historical research and statistics;
- The right 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 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.

9. Contact Details

For queries and to exercise relevant rights, please in the first instance contact the church office on admin@stjamesfletch.org.uk or 02476 466262.

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.