

# DATA PRIVACY NOTICE

## THE PAROCHIAL CHURCH COUNCIL OF THE CHURCH OF THE HOLY CROSS, UCKFIELD

*(The Parochial Church Council is hereafter referred to as the PCC and Church of the Holy Cross referred to as Holy Cross)*

### 1. Introduction

The privacy and security of your personal information is extremely important to us. This privacy policy explains how and why we use your personal data, to make sure you stay informed and confident about giving us your information.

This Policy will be kept up to date to indicate how your personal data is used. This policy applies if you're a supporter of Holy Cross (member, donor, volunteer, customer, employee) or use any of our services, visit our website, email, telephone or write to Holy Cross.

The Church will request the personal data that is required.

The Church will never sell your personal data, and only when necessary will your data be shared with organisations with which the Church has to work e.g. the Diocese and HMRC (HM Revenue and Customs).

Where the Church have been informed that it can claim reimbursement of income tax you have paid to the HMRC the Church is required to submit certain aspects of your personal data, namely name, address and amount against which Gift Aid is claimed. This will remain confidential between the Church and HMRC.

This Policy can be accessed on the Church website, on the Church notice board and you can request a copy from the Data Protection Lead (see section 10) or a Churchwarden.

### 2. Who are we?

The PCC of Holy Cross, Uckfield is the data controller. This means the PCC is responsible for how your personal data is processed and for what purposes. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 3. Your personal data – what is it?

Personal data relates to a living individual who can be identified by that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession.

**Personal** data is about living people and could be:

- their name
- address
- 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
- religion

- membership of a trade union
- health
- sex life
- criminal activity

You provide us with some data in a variety of ways such as completing our Consent Form, seeking information through our Website and completing the Electoral Roll Form.

Examples of your personal data (any information which identifies you, or which can be identified as relating to you personally) are name, address, date of birth, telephone number, email address and banking details.

Part of your personal information may appear on notices displayed in the church or Belmont Centre, such as rosters, first aiders or how to seek help.

The Church may collect additional information about you (e.g. references, criminal records checks, details of emergency contacts, medical conditions etc.). This information will be retained for legal or contractual reasons, to protect the Church (including in the event of an insurance or legal claim) and for safeguarding purposes.

We do not hold any banking details of people who pay their stewardship by standing order as this is a private arrangement between the giver and their own bank.

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

The PCC of Holy Cross, Uckfield 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 unnecessary 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- 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 held at Holy Cross.

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

- Explicit consent of the data subject (you are the data subject under GDPR) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- If data processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement your consent is implicit.

#### **6. 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.

## **7. How long do we keep your personal data?**

The Church will retain 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<sup>1</sup>.

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

## **8. 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 Holy Cross, Uckfield holds about you;
- The right to request that the PCC of Holy Cross, Uckfield 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 Holy Cross, Uckfield 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) e.g. when moving to another church;
- 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.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, 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 and/or Complaints**

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Protection Lead (Gillian Youngman Tel: 01825 760700 or [dataprotectionholycross@gmail.com](mailto:dataprotectionholycross@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>