

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity Church

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 Holy Trinity Church Tewkesbury is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of Holy Trinity Church, Tewkesbury 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 collect basic personal data about you including your name and contact details to enter into our secure cloud hosted Church Management System¹ so that we can contact you regarding your involvement in church life and, if consent is given, your details can be added to our Church Directory which would be made available to other members of our congregation.

If applicable we will also add additional information to your record such as:

- The ministries you are involved in. This enables the production of rotas.
- The Life Group you are a member of. This enables the Life Group Co-ordinator to manage group membership.
- Whether you have a current DBS check. This enables us to ensure all those requiring DBS checks are up to date
- Which training courses you have attended (e.g. First aid, Safeguarding) and when. This enables us to ensure all those requiring training are up to date
- Whether you are a UK tax payer and give consent for any financial contributions you make to be subject to gift aid
- Whether you are on the electoral roll. We are required by law to keep an up to date list of all those on the roll.
- Any additional needs you have which may impact, your ability to access our services or, your safety whilst attending church events. This will allow us to provide you with extra care where needed.

We may also link your record to those of the other members of your household.

Your contact details may also be stored locally on the Church Office PC which is password protected and encrypted.

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, services and contact you regarding your involvement in church life.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing 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.

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 data²?

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.

When you leave the church we will keep your details on our Church Management System in line with legal retention policies (currently 75 years for children, and adults who have worked with children on behalf of the church, and current year plus 6 years for all other adults). Your contact details will be removed from future editions of the Church Directory.

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 Holy Trinity, Tewkesbury holds about you;
- The right to request that the PCC of Holy Trinity, Tewkesbury 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 Trinity, Tewkesbury to retain such data;
- The right to withdraw your consent 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) [*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) [*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.

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.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Administrator at Holy Trinity Church, Tewkesbury.

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.

¹ Hosted by Church Insight: <https://churchinsight.com>

² https://www.churchofengland.org/sites/default/files/2017-11/care_of_parity_records_keep_or_bin_-_2009_edition.pdf