

## **DATA PRIVACY NOTICE – MAY 2018**

### **The Parochial Church Council (PCC) of St Andrew's Church, Headington, Oxford**

#### **Introduction**

Data protection law is changing in May 2018. The new General Data Protection Regulation (GDPR) gives you more rights and protection in how your personal data is collected and used. This Data Privacy Notice outlines those changes.

#### **1. Who are we?**

The PCC of St Andrew's Church, Headington, Oxford is the data controller (contact details below). This means the PCC decides how we collect information from you and why we ask for that information.

PCCs are governed by two pieces of legislation:

the Parochial Church Councils (Powers) Measure 1956 as amended, which defines the principal function, or purpose, of the PCC as "promoting in the parish the whole mission of the Church". The full text is available at [www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents](http://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents);

and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The full text is available at [www.legislation.gov.uk/ukcm/1969/2/schedule/3](http://www.legislation.gov.uk/ukcm/1969/2/schedule/3).

#### **2. Your personal data – what is it?**

Your personal data relates to you, a living individual, who can be identified from that information. Identification can be by the information alone or in conjunction with any other information collected or likely to come into the possession of St Andrew's Church, Headington, Oxford. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

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

The PCC of St Andrew's Church, Headington, Oxford complies with its 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;
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes, to:

- administer membership records;
- fundraise and promote the interests of the charity;
- manage our employees and volunteers;
- maintain our own accounts and records (including the processing of gift aid applications);
- inform you of services, news, events, activities and initiatives at St Andrew's.

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

- We need your explicit consent so that we can keep you informed about services, news, events, activities and initiatives and to keep you informed about diocesan events.
- We need your information to carry out our legal obligations in relation to Gift Aid.
- 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 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].

We keep:

- electoral roll data while it is still current;
- your name on our mailing list until you ask to unsubscribe;
- 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.

## 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 St Andrew’s Church, Headington, Oxford holds about you;
- the right to request that the PCC of St Andrew’s Church, Headington, Oxford 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 St Andrew’s Church, Headington, Oxford to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the PCC of St Andrew’s Church, Headington, Oxford provides you with your personal data and where possible, to transmit that data directly to another data controller, known as the right to data portability;
- 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 for 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 Privacy Notice, we will ask for your prior consent before contacting you about the new purpose. We will provide you with a new notice explaining this new use, setting out the relevant purposes and processing conditions.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please, in the first instance contact: our Data Protection Officer, Ms Julie Ifill at [parishoffice.headington@gmail.com](mailto:parishoffice.headington@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>