

Send Parish Church *St Mary the Virgin*

DATA PROTECTION (PRIVACY) NOTICE

The Parochial Church Council (PCC) of St Mary the Virgin, Send, Surrey

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 (the "GDPR").

2. Who are we?

The Parochial Church Council of St Mary the Virgin Church Send (the "PCC") 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?

The PCC 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 use your personal data for the following purposes: -

- To deliver the Church's mission to our community and to enable us to provide ecclesiastical, voluntary or charitable activities for the benefit of the public in accordance with the canons, guidance, customs, rites and ceremonies of the Church of England;
- To administer membership records and registers;
- To carry out Safeguarding procedures in accordance with the House of Bishops' safeguarding practice;
- To manage our volunteers and those whose services we pay for;
- To fundraise and promote the interests of Send Parish Church;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Mary's Church, Send and within the wider Church.

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

- Processing is carried out with the explicit consent of the data subject;

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- Processing is carried out by a not-for-profit body with a aim: -
 - the processing relates only to members or former members (or those who have regular contact with St Mary's Church in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- St Mary's Church will only process your personal data with your explicit consent so that we can keep you informed about news, events, activities and services and process your gift aid donations - See consent form at the foot of this notice
- Or when processing is necessary for carrying out obligations under law or regulation, for example, keeping an electoral roll and safeguarding records, maintaining gift aid records for HMRC, holding contract information relating to hiring of our buildings, keeping baptism, marriage and funeral records.

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.

6. How long do we keep your personal data¹?

We regularly update and amend our records, keeping only that which is necessary. Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; safeguarding records as recommended by the Church of England, parish registers (baptisms, marriages, funerals) permanently, (older registers are transferred to the Surrey History Centre, 130 Goldsworth Road, Woking, Surrey GU21 6ND).

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 Parish Church of St Mary the Virgin, Send, Surrey ("St Mary's Church") holds about you;
- The right to request that St Mary's Church 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 Mary's Church 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), (where applicable)
- 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)

¹ 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

- The right to lodge a complaint with the Information Commissioners Office.

In addition to any rights you may have under the GDPR, we will do our best to amend or remove any data we hold should you wish, so long as we are not obliged to keep the data by law or have a legitimate interest in keeping it. Please contact the vicar or a churchwarden in the first instance.

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 or complaints please in the first instance contact the PCC Secretary – see Send Parish Church Website for details:

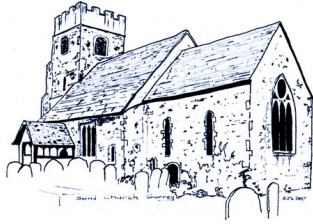
<http://www.sendparishchurch.co.uk/index.html>

or one of the churchwardens (April 2018 - April 2019):

Rachel Wilkinson: email@rachelwilkinson.me.uk

Helen Sloan: helengalvin467@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.



Send Parish Church *St Mary the Virgin*

General Data Protection Regulations

Consent Declaration

We need your consent to keep and use your personal data in accordance with the GDPR as explained in our Data Protection Notice

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to the PCC of St Mary the Virgin, Send, Surrey, holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent):-

Name (please print):

Address:

Telephone number(s):

Email address:

- To keep you informed about news, events, activities and services at St Marys Church;
 - To share your contact details (if necessary because of your role) with the diocesan office so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking;
 - All of the above;
- By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events or claim gift aid on any donations you make); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

You can withdraw your consent to all or any of the above purposes at any time by contacting *The PCC Secretary or the churchwardens at St Mary the Virgin Church, Church Lane, Send, WOKING, GU23 7JL* Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

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SIGNED

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DATED