

# **The Parochial Church Council (PCC) of St. Andrew's Church, Curry Rivel.**

## **General Data Protection Regulation**

### **DATA PROTECTION NOTICE**

**Background.** This Notice is issued in accordance with the requirements in the General Data Protection Regulation (GDPR) which has come into effect on 25<sup>th</sup> May 2018. The GDPR is a 'stronger' regulation concerning the processing of personal data and replaces the Data Protection Act 1998.

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

Personal data is any information that 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. Examples of 'personal data' are: name, identification number (e.g. National Insurance number), (e-mail) address, (mobile) telephone number, or other sensitive personal data (e.g. PCC or Electoral Roll membership, as this indicates 'religious belief'). In this document 'processing' means 'anything done with/to personal data, including storing it'.

#### **2. Who are we?**

The PCC of St. Andrew's Church, Curry Rivel, who is the data controller (see contact details on page 3). This means it decides how your personal data are processed and for what purposes.

The PCC will request those individuals who are not a member of the PCC but who process personal data for a purpose described in paragraph 3 below (i.e. currently the Planned Giving coordinator, church cleaners' and Flower Guild rota coordinators, Sunday Club and Messy Church coordinators and some Old School Room Committee members) to comply with the GDPR and this Notice; they will be provided with appropriate guidance.

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

The PCC of St. Andrew's, Curry Rivel 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 your personal data (e.g. use of a password or personal identification number {'PIN'} by those who process data on a computer/laptop or any other type of electronic device with recording & play back facilities).

We use your personal data for the following purposes ((CR) indicates 'consent required'):

a. To enable us to **provide a voluntary service for the benefit of the public** within, but not restricted to the civil parish of Curry Rivel, including (CR) by publicizing (e.g. on the church Notice board, in the monthly Benefice News sheet, in the Benefice's Welcome Pack, in the Curry Rivel News (CRN), and in St. Andrew's entries on the Curry Rivel village website) the names and telephone numbers of:

- (1) (CR) church officers (Churchwarden [CW], PCC Secretary, Treasurer, Health & Safety Officer, {Benefice} Safeguarding Officer, Electoral Roll Officer, Planned Giving Coordinator);
- (2) (CR) those who coordinate or facilitate certain aspects of church life (e.g. Flower Guild, bell ringing, the choir, organists, Benefice Singers, CR Music Group, Charitable Giving, Church pages of the CR News, churchyard administration, the church fete, Sunday Club);
- (3) (CR) those who arrange matters in respect of making the church or Old School Room (OSR) available for use;
- (4) (CR) those on a rota of duty (flower arranging, church & brass cleaning), names only;
- (5) (CR) PCC members not listed under 3.a.(1), on the church notice board, names only;



- (6) **(CR)** coordinators or 'points of contact' of an organisation involved in social events or recreational activities, including uniformed youth organisations, and non-Church of England religious denominations, as included in the Benefice's Welcome Pack.
- b. To administer membership records (e.g. Electoral Roll);
- c. To manage our volunteers (e.g. sides persons, readers, intercessors, servers at Holy Communion; church and brass cleaners; flower arrangers; bell ringers; organists; Benefice Singers members; fete assistants; Sunday Club leaders & assistants);
- d. To maintain our accounts and other, sometimes mandatory, records (including those concerning Gift Aid declarations, Planned Giving and Safeguarding);
- e. To share your contact details with the Diocesan and Deanery offices so they can keep you informed about news, events, activities and services in the Diocese/Deanery, including developments which are directly relevant to the role that you are undertaking;
- f. To fundraise for St. Andrew's church and promote the interests of the Church in its capacity as a charity;
- g. To inform you of news, events, activities and services at St. Andrew's, in the Benefice, Deanery and the Diocese;
- h. To conduct business with you in respect of making the church and/or the OSR available.
- i. To communicate with you as a member of St. Andrew's PCC, or a member of St. Martin's or St. Catherine Church who is mentioned in the Benefice's Welcome Pack, or the Old School Room Committee (OSRC) in Curry Rivel, (as applicable) for normal church/Benefice/OSR management matters, including developments directly relevant to the role that you are undertaking.

#### **4. What are the legal basis and conditions for processing your personal data?**

- a. Obtaining explicit consent from the individual whose data are held is -in some cases- mandatory before their data can be processed, e.g. to publicise some of your data (i.e. for the purposes under para 3.a.(1) – (6)).
- b. In some cases processing is necessary, and may be carried out without specific consent, to carry out obligations under social protection, ecclesiastical or other laws (matters concerning Electoral Roll, Gift Aid, Planned Giving and Safeguarding), or when conducting business regarding the use of the church or the OSR.

If someone has signed an application or declaration form for one of the above four aspects in brackets or has made arrangements regarding the use or hire of the church or the OSR, the processing of their data is allowed without further explicit consent, but **ONLY** for matters concerning that particular subject area.

*The only exception where 'cross-subject area use' of data is allowed, is the contacting for fundraising purposes of data subjects on the Electoral Roll and others who have a strong relationship with the church.*

- c. Processing by a not-for-profit body with a religious aim (i.e. the PCC of St. Andrew's) may also be carried out without explicit consent from the data subject, provided it is for normal church management, and:
  - (1) the processing relates only to members or former members (or those who have regular contact with it in connection with the purposes described in para 3); and
  - (2) 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 (or those who have regular contact with it in connection with the purposes in para 3) 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 St. Andrew's Church or the other churches of the Benefice 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].

Specifically, we retain Electoral Roll data while it is still current; Gift Aid declarations, Planned Giving pledges and associated paperwork for up to 6 years after the calendar year to which they relate; Safeguarding data for as long as the role of the person requires it under the legal requirements; correspondence and invoices relating to the use of the church and the OSR for 6 years after the event; parish registers (marriages, baptisms, funerals) permanently, and other data for the duration that the data subject is involved in any purpose listed in para 3.

## 7. Your rights regarding your personal data.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- a. The right to request a copy of your personal data which the PCC holds about you;
- b. The right to request that the PCC corrects any of your personal data if it is found to be inaccurate or out of date;
- c. The right to request your personal data is erased where it is no longer necessary for the PCC to retain such data;
- d. The right to withdraw your consent to the processing at any time;
- e. The right to request that the data controller 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), (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*];
- f. 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;
- g. The right to object to the processing of your 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*].
- h. The right to lodge a complaint with the Information Commissioner's Office (see para 9).

## 8. Further processing.


If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use, setting out the relevant purpose(s) and processing conditions, and –if required under the GDPR- we will seek your consent prior to the new processing.

## 9. Contact Details.

To exercise your relevant rights, raise queries or lodge a complaint, please in the first instance contact the PCC's GDPR Coordinator at tel. no. 01458-251355 or e-mail [johnderonde51@hotmail.com](mailto:johnderonde51@hotmail.com).

You can contact the Information Commissioner's Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Curry Rivel, 10 July 2018



S.R. Patterson  
Rector St. Andrew's Church, PCC Chairman



J.H.F.N. de Ronde  
Secretary St. Andrew's PCC, GDPR Coordinator

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