

DATA PROTECTION PRIVACY NOTICE

The Parochial Church Council (PCC) of St Mary's Church Selly Oak

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 St Mary's Church Selly Oak is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. Why do we process your personal data?

The PCC of St Mary's Church Selly Oak 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 enable communication and exchange of information between church members;
- To administer church records;
- To create and revise the Electoral Roll;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and financial records;
- To process gift aid donations;
- To inform you of news, events, activities, services and fundraising and Stewardship matters at St Mary's.

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

- Explicit consent from you (the "data subject");
- Legal obligation (e.g. a legislative requirement, such as processing gift aid donations or creating or revising the electoral roll);
- Legitimate interest (e.g. general administration of church groups, rotas, etc.).

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 other purposes connected with the activity of the church. We will only share your data with third parties outside of the parish with your consent, with the exception of the Electoral Roll as it is a legal obligation that your name and address will be published and by submitting your application form to be included on the Electoral Roll you are making that data public.

6. How long do we keep your personal data¹?

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 tax 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 the personal data which the PCC of St Mary’s Selly Oak holds about you;
- The right to request that the PCC of St Mary’s Selly Oak 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 Mary’s Selly Oak 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, 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;
- The right to lodge a complaint with the Information Commissioner’s 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 and setting out the relevant purposes and processing conditions prior to commencing the processing. 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 via email - enquires@stmarysellyoak.org.uk

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

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/more/libraries-and-archives/records-management-guides>