

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Nottingham St Peter and All Saints

1. Your personal data – what is it?

Personal data relates to an 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 now governed by the General Data Protection Regulation (the "GDPR"), effective from 25th May 2018.

2. Who are we?

The PCC 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 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 us to provide a voluntary service for the benefit of the public in the parish of St Peter and All Saints and its wider community;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications, electoral roll, annual report and other relevant church publications);
- To inform you of news, events, activities and services running at St Peter and All Saints;

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

- Some of our processing is necessary for compliance with legal obligation: for example, Church Representation Rules for the electoral roll or the publishing of banns.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by the PCC as a not-for-profit body with a religious 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. For the avoidance of doubt, any data you provide to the parish that contains your personal banking details will not be shared with anyone without your express permission.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the current Church of England published guide available on their 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
- 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 holds about you;
- The right to request that the PCC 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 to retain such data;
- The right to withdraw your consent to the processing at any time
- 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, where there is a dispute in relation to the accuracy of processing your personal data, to request a restriction is placed on further processing.
- 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, 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 PCC's Parish Administrator:

By email at - admin@nottinghamchurches.org.

By mail at – St Peter's Centre, St Peter's Square, Nottingham NG1 2NW

By telephone – 0115 948 3658

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.

This Data Privacy Notice was approved by the PCC on 23 May 2018 and will be reviewed annually.

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>