

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St. Paul's Harlow Town Centre with St. Mary's Little Parndon Registered Charity, No 1142836

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 Paul's Harlow Town Centre with St. Mary's Little Parndon ("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 a particular geographical area as specified in our constitution;
- To provide pastoral care
- To administer weddings, baptisms and funerals
- To safeguard children and vulnerable adults in our membership and who visit our premises
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own financial accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Paul's and St. Mary's;
- To contact individuals via surveys to conduct research about their opinions of our activities or of potential new activities that we may undertake
- To provide the Diocese of Chelmsford with summarised membership and giving statistics (no personal data is transmitted)

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services, fund raise and process your gift aid donations
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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 for purposes connected with the church (specifically, **the Church Contact List** is shared with the staff team, the Parish administrator, the PCC secretary and those who administer financial records; the staff team will also share individual contact details with specific church members to enable them to perform duties which have been assigned to them; **the Messy Church Members List** is only shared with the leaders of Messy Church). We will not share your data with any third party for direct marketing purposes. Data will only be shared with third parties to meet necessary legal and safeguarding obligations (for example under employment, social security or social protection law). Should a need to share your data with a third party not covered here arise, we will not do this without your explicit consent.

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; Employment, financial and 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. We review mailing and membership lists annually to remove anyone no longer associated with the church; we retain baptism, wedding and funeral contacts and other pastoral notes for a maximum of five years, or until the person dealing with the pastoral situation leaves. Some data is ‘transient’ and only held until the process for which it is used is complete (this includes prayer requests, and data associated with publishing banns and other fees for occasional offices)

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 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) [*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*].
- 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) [*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*]
- The right to lodge a complaint with the Information Commissioners Office.

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>

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 of complaints please in the first instance contact the PCC secretary at St. Paul's Church, College Square, Harlow, Essex CM20 1LP.

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.