

DATA PRIVACY NOTICE

The Ecclesiastical Parish of St Mary, Kingswinford

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 2016/679 (the "GDPR")*¹].

Who are we?

Rev Giles Kendall, Chair of the Parochial Church Council (PCC) is the data controller (contact details below). This means the PCC decides how your personal data is processed and for what purposes.

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 provide pastoral care to parishioners;
- To manage our employees and volunteers;
- To maintain our own accounts and records.
- 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 administer membership records;
- To fundraise and promote the interests of the charity;
- To inform individuals of news, events, activities or services running at St Mary's Church and Church of the Ascension, in Wall Heath.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.
- To pray for God's healing for people who are ill and may be in hospital.

¹ At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known, we have therefore referred to the GDPR as the relevant legislation.

What is the legal basis for processing your personal data?

These fall under either article 6 or article 9 – dealt with separately below.

Article 6 processing

Processing is necessary for compliance with a legal obligation;

We are required by the Synodical Government Measure 1969 to maintain a list of names and addresses of people on the Electoral Roll of the Parish, in accordance with the Church Representation Rules 2017.

We are required to maintain details to comply with HMRC requirements relating to the government's Gift Aid Scheme of anybody who has opted in to the parish scheme administered by the Treasurer.

The Worcester Diocesan Board of Finance (WDBF) processes gift aid tax re-claims on behalf of the parish of Kingswinford.

Article 9 Processing

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.

Processing relates to personal data manifestly made public by the data subject;

In order to be a member of the Parish Electoral Roll with all of the entitlements that brings (see Church Representation Rules 2017) including the right of marriage, burial and baptism in the parish, you must supply your name and address.

In order for the church to benefit under the HMRC Gift Aid Scheme the Treasurer will require certain details which you will need to supply on a separate form, administered by them.

In order to volunteer to assist with the ministry in the parish you will need to undertake safeguarding training at the basic level, at least, and you may be required to undergo a DBS clearance. We are required by the Diocese of Worcester to retain data associated with these activities.

In order to invite you to memorial services, for those who have died, or to other special commemorative events associated with baptism, marriage or to facilitate your use of the ministry of the church.

In order to pray for you if you are ill.

In order to manage the churchyard.

Sharing your personal data

- Your personal data will never be shared with third parties, without your further consent. The exception is Worcester diocese, either for the administration of the gift aid scheme or for Safeguarding/legal purposes. Also, if you have given permission, your name will be on prayer lists, only whilst you are ill.
- Volunteers who are contacts may have their name and telephone number published.
- If your data is for the Electoral Roll then this will be displayed in the porch of our churches following the annual meetings.
- If your data is also for the management of volunteers then it may be shared with Worcester Diocese for the purpose of maintaining safeguarding training refreshment or DBS clearance etc.
- If you supply additional data for the HMRC Gift Aid Scheme then this will be retained, confidentially, by the Gift Aid Officer & the Treasurer.

How long do we keep your personal data²?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the following purposes and use the following criteria to determine how long to retain your personal data:

- Your personal data on the electoral roll is retained as long as you wish it to be, as a member of this parish. You will be contacted every 6 years, when the roll is renewed, to ensure that you still wish it to be retained. You can ask for it to be removed eg if you leave the parish, but you will lose all rights associated with membership of the electoral roll.
- Your personal data eg about courses attended relating to Safeguarding or DBS clearance will be retained permanently.
- Gift Aid data will only be retained for the periods which your consent covers.
- Data related to church council proceedings is kept in perpetuity, by law. Church council members are recorded in the proceedings and Parochial Church Council members have their names published in the annual charity's report of the Council.
- Data for services provided is used to invite you to future events or enable services to take place or to comply with national registration law. This will be retained for 10 years, unless law requires longer.

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 for the electoral roll (you will be asked every 6 years whether you wish it to be retained as a matter of course); for Gift Aid consent can be withdrawn at any time, at which point the church ceases to benefit from tax reclaim.
- The right to remove your name from the prayer lists or parish magazine.
- 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 lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Vicar Rev Giles Kendall on (01384) 273716 or info@stmaryskingswinford.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 at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

² 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>

Consent

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to Rev Giles Kendall holding and processing your personal data for the following purposes (**please tick the boxes where you are willing to grant consent**): -

Name:.....

Address.....

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Telephone.....

Email address.....

- To allow us consult you about important business to do with the church, to let you know about events connected with church or to administer the Planned Giving scheme.*
- To allow us to administer the services we are providing to you and your family associated with weddings, funerals, baptisms, confirmation, use of the churchyard and pastoral support; or to administer church clubs e.g. choir, Bell ringers, youth group, of which you are a member.*
- For volunteers and church council members: –*
 - 1. to allow us to administer safeguarding policies*
 - 2. to allow us to keep church council records*
 - 3. to share your contact details with Worcester Diocese which are directly relevant to the role you are undertaking*
 - 4. to allow us to comply with charities law*
- For volunteers and church council members: to allow us to print your telephone number/email in publications or on church noticeboards, where you are contact for a particular activity.*
- To allow us to pray for you. We may print your name on prayer lists in church and on news sheets.*
- To allow you to comply with food safety policies so that you may supply food at church events.*
- All of the above.*

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, contact you or enable you to undertake volunteering in the Parish etc.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes by contacting Rev Giles Kendall (01384 273716; info@stmaryskingswinford.org.uk). 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