

wantage parish

DATA PRIVACY NOTICE

Parochial Church Council
of the Parish of SS Peter & Paul, Wantage, with Holy Trinity, Charlton
Registered charity number 1181640

1. What is this notice about?

This notice explains how we use personal data which we hold about living individuals. When we say “we” or “the PCC”, we mean the Parochial Church Council of the Ecclesiastical Parish of St Peter & St Paul Wantage.

2. Your personal data – what is it?

Personal data relates to information about a living individual who can be identified either directly or indirectly from that information. The most obvious examples are names, addresses and other contact details. The way in which personal data is used is governed by the General Data Protection Regulation (often called the GDPR) and other data protection legislation. In this notice, we refer to the relevant law as “DP law”.

3. Who are we?

The PCC is a charity which is responsible for the affairs of the local Church of England parish in Wantage, including the care and maintenance of the Parish Church of SS Peter & Paul and of Holy Trinity Church, Charlton. Under DP law, the PCC is a data controller. This means we decide how personal data which we hold is processed and for what purposes. When we talk about processing personal data, we mean the way in which we handle and use information about identifiable living individuals.

4. How do we process your personal data?

The PCC complies with its obligations under DP law by not collecting or retaining excessive amounts of personal data; by keeping personal data up to date; by using appropriate security and other measures to protect personal data from loss, misuse, unauthorised access and disclosure; and by destroying personal data securely when it is no longer required.

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 Wantage area, in accordance with our legal role;
- to administer records of those who attend our churches (church members);

- 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);
- to inform church members of news, church services, and other events and activities of potential interest to them.

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

There are a number of bases on which we may legally process personal data:

- We may process personal data where we have a legitimate interest in doing so (for example, in organising rotas as part of the general administration of our churches).
- As a not-for-profit body with a religious aim, we may process personal data for legitimate purposes where the processing relates to church members or former members (or those who have regular contact with us in connection with our religious aim), as long as we do not disclose personal data to a third party without consent.
- We may process personal data where this is necessary for carrying out our legal obligations (for example under employment law and in relation to Electoral Rolls and Gift Aid).
- When required, we request consent from individuals for the use of their personal data in particular ways (for example, if we wanted to send fundraising requests by email).

6. Sharing your personal data

It is a legal requirement for us to display publicly the church Electoral Roll. By submitting an application to be included on the Roll, you are making your personal data public in this way. In all other ways, your personal data will be treated as strictly confidential. We may share your personal data within the Church of England (eg with other church members and with the Diocese of Oxford of which the Parish is a part) for purposes connected with our churches and with services we provide for church members. Except if we are legally required to, however, we will only share your data with third parties outside the Church of England if we have your consent to do so.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in sections 7 and 8 of the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website (www.churchofengland.org/more/libraries-and-archives/records-management-guides). Some records such as parish registers are kept permanently and are eventually deposited in the Diocesan Record Office. We keep Gift Aid declarations for as long as they are valid plus a further period of six years.

8. Your rights and your personal data

You have the following rights with respect to your personal data:

- the right to request a copy of the personal data which the PCC holds about you;
- the right to request that the PCC corrects any personal data about you if it is inaccurate or out of date;
- the right to request that your personal data is erased where it is no longer necessary for the PCC to retain such data;
- the right to withdraw any consent you have given to the processing of your personal data;
- the right in certain circumstances to request the PCC to provide you with the personal data which we hold about you and, where possible, to transmit that data directly to another data controller;
- 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 in certain circumstances to object to the processing of your personal data; and
- the right to lodge a complaint with the Information Commissioner's Office.

We will carefully consider any requests made to us under these rights, in accordance with DP law.

9. New uses

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will issue a new notice explaining this new use before doing so. When necessary, we will seek your consent to the new processing.

10. Contact details

If you have any questions or wish to raise any issues concerning the way in which the PCC handles and uses personal data, please contact one of the Churchwardens by using the contact form at <https://www.wantageparish.com/contact.html>.

The use of personal data is regulated by the Information Commissioner's Office. You can contact the Information Commissioner's Office on 0303 123 1113 or via email (see <https://ico.org.uk/global/contact-us/email/>) or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.