

THE PAROCHIAL CHURCH COUNCIL (“PCC”) OF ST HILDA’S, WARLEY WOODS DATA PROCESSING PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual (“**you**”) 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.

Processing personal data is governed by the Data Protection Act 2018 (“**the DPA**”).

2. Who are we?

The PCC of St Hilda’s, Warley Woods is the data controller (contact details below). This means that the PCC decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Hilda’s, Warley Woods complies with its obligations under the DPA by:

- keeping your personal data up to date;
- storing it securely and destroying it when appropriate;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To inform you of services, news, events and activities at St Hilda’s;
- To organise special services such as weddings, baptisms and funerals;
- To administer church membership records;
- To enable us to minister to the public in the parish and the surrounding area;
- To administer hall hire bookings;
- To manage our volunteers and paid employees;
- To organise concerts and events in church;
- To fundraise and promote the interests of the church;
- To maintain our accounts and records (including processing gift aid applications);
- To protect children and vulnerable adults; and
- To protect the church’s premises.

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

We rely on the following grounds for processing your personal data

- Processing is necessary in the legitimate interests of the PCC;
- Processing is carried out by a not-for-profit body with a religious aim and:
 - the processing relates only to members or former members (or those who have regular contact with the PCC in connection with those purposes); and
 - there is no disclosure to a third party without consent;
- Your explicit consent, so that we can arrange and keep you informed about services, news, events and activities; and
- Processing is necessary for carrying out legal obligations eg in relation to gift aid, under employment law or under Church of England law.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other church members to provide a service or passed to other church members or for purposes connected with the church.

We will share your data with third parties outside of the parish only where you have consented to this or where we are under a legal obligation to do so (eg providing details of PCC members to the Charity Commission).

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 7 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) and PCC minutes permanently.

7. Your rights and your personal data

Subject to all applicable exemptions under the DPA, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the PCC of St Hilda’s, Warley Woods holds about you;
- The right to request that we correct any personal data that is inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the us to retain such data;
- The right to withdraw your consent to our processing your personal data 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 of your personal data until the dispute is resolved;

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>

- The right to object to your personal data being processed where our basis for processing it is that the processing is to further the legitimate interests of the PCC; and
- The right to complain to 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 Privacy Notice, then we will replace this Privacy Notice with a new version explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Where necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise your rights under the DPA, ask any questions you have about our processing of your personal data, or make a complaint please first contact the PCC Secretary at,

secretary@sainthildawarleywoods.co.uk or by post to PCC Secretary, St Hilda Warley Woods, 133 Rotton Park Road, Edgbaston, Birmingham B16 0LJ.

You can contact the Information Commissioner's 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.