

## **Data Privacy Policy**

The PCC of St John the Baptist, Flitton decides how your personal data is processed and for what purposes.

### **What personal data does the PCC hold?**

The PCC may hold personal data about you in some or all of the following categories:

- your contact details;
- details of money that you give to the Church;
- information that you share with the Church in connection with baptisms, confirmations, weddings and funerals or any other services held in our Church;
- your participation in any Church rotas;
- information contained in emails or other correspondence from you and records of telephone calls or meetings with you;
- information contained in checks provided by the Disclosure & Barring Service; and
- information that you share for the purposes of pastoral care, encouragement, training and prayer.

### **What does the PCC use personal data for?**

The PCC holds details of our suppliers, contractors, Churchwardens, Officers and other PCC members within our diocese, individuals within the Church of England's national and diocesan staff, and personnel working for relevant public bodies. The PCC also holds contact details for members of our congregation, volunteers and those who wish to be kept informed about church life.

The PCC uses personal data for the following purposes:

- providing information about services and events;
- providing information about what is happening in the life of our church;
- management and administration for our church;
- organisation of rotas and group activities;
- maintaining accounting records (including Gift Aid);
- maintaining appropriate safeguarding arrangements for children and young people and vulnerable adults; and
- maintaining the electoral roll.

## **What is the legal basis for processing personal data?**

Depending on the type of personal data, the PCC will collect and handle your personal data:

- with your consent; or
- because the PCC is legally required to do so for compliance with a legal or regulatory obligation (eg for Gift Aid).

## **How does the PCC collect personal data?**

The PCC will usually only collect personal data directly from you. The PCC may occasionally collect personal data via a third party – for example from the Disclosure & Baring Service if you are organising or helping to organise Church activities where children or vulnerable adults may be involved.

## **How does the PCC process 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.

Depending on the content, a photograph may be considered personal data. People who attend Church events and activities sometimes take photos of the events and give the PCC copies for use on the Benefice/PCC website and in newsletters – those images will be retained indefinitely.

## **Does the PCC share personal data?**

Personal data will be treated as strictly confidential and will not be shared without your permission, apart from when we are legally obliged to.

## **How long does the PCC keep personal data?**

The PCC will only retain personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, reporting or potential insurance claim requirements.

For example:

- electoral roll data is retained while it is still current;

- Gift Aid declarations relating to single donations and the associated paperwork is held for up to 7 years after the calendar year to which they relate;
- non-specific Gift Aid declarations and the associated paperwork are held for up to 7 years after the last calendar year in which a donation covered by the declaration was made; and
- Parish registers (baptisms, marriages, funerals) permanently.

## **Your rights and your personal data**

Unless subject to an exemption under the GDPR, with respect to your personal data you have the right to: -

- request a copy of your personal data which the PCC holds about you;
- request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
- request your personal data is erased where it is no longer necessary for the PCC to retain such data;
- withdraw your consent to the processing at any time;
- request that the PCC provide you with your personal data and, where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- object to the processing of personal data, (where applicable); and
- lodge a complaint with the Information Commissioners Office.

## **How to make a complaint**

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary. If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office.