

The Parochial Church Council of St. Margaret of Antioch (Leigh-on-Sea) DATA PRIVACY NOTICE

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. Margaret of Antioch, Leigh on Sea, 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 personal data?

The PCC of St. Margaret of Antioch 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 personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public within the geographical area of West Leigh;
- To administer membership records;
- To fund-raise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at the church;
- Subject to your having consented, to share your contact details with the Diocesan Office so that it can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.
- To foster links between St. Margaret of Antioch and other churches in the Hadleigh and Southend Deaneries.
- To foster links between St. Margaret of Antioch and uniformed organisations in the Borough of Southend on Sea
- To foster links between St. Margaret of Antioch and schools within the West Leigh area.

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

- Explicit consent of the data subject if consent is required;
- Performance of a contract;
- Compliance with a legal obligation;
- The vital interests of the data subject;
- The legitimate interests of the data controller and in particular:
Promotion and management of gift aid
Fundraising

Engagement with the churches, organisations and schools referred to in paragraph 3 above

To inform members of the congregation (and others who may be interested) of news, events, activities and services pertaining to St. Margaret of Antioch

- Processing is carried out by a not-for-profit body with a religious aim provided that 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 in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data?

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. (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>.

Specifically, we retain electoral roll data while it is still current; 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.

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 that the PCC of St. Margaret of Antioch corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the PCC of St. Margaret of Antioch 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 a 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);
- 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);
- The right to lodge a complaint with the Information Commissioners Office.

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 or complaints please in the first instance contact the PCC Secretary at secretary@saintmargaretsleigh.org.

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.

Date: February 20th 2019

Reference: Data Privacy Notice (edition 2)