

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St.George's, Jesmond

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")¹.

2. Who are we?

The PCC of St.George's Jesmond 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 your personal data?

The PCC of St.George's Jesmond 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 administer congregation records;
- To fundraise and promote the interests of St.George's, Jesmond;
- 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 St George's;
- To provide pastoral care;
- To operate the St.George's Jesmond website and deliver the services that individuals have requested.

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

- Explicit consent of the data subject [*you*]so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events at St.George's Jesmond.
- Processing is necessary for carrying out our legal obligations.
- Processing is carried out by the PCC as a non-profit body with a religious 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

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 not share your data with third parties outside St.George's Jesmond without your consent.²

¹GDPR = General Data Protection Regulation and it comes into force on 25 May 2018

²Personal data kept for safeguarding purposes may contain names , addresses, telephone and email information about individuals kept for legal and statutory reasons.

In certain situations it may also include data about individuals making allegations and information concerning perpetrators.

This information is to help and manage safeguarding incidents. Reason:It is necessary for compliance to legal obligations and is considered legitimate for the parish to do so.

Personal information will be kept in a locked cabinet, only accessible to the Parish Safety Officer (PSO).This data will only be accessed by the PSO and shared with the Diocesan Safety advisor and statutory bodies (i.e Police and Social services) if required.

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 website³:

- 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;
- parish registers (baptisms, marriages, funerals) permanently;
- certain confidential information (*see note 2, above*)
- all other data (e.g. Intercessors’ lists, coffee rotas etc) will ‘not be kept for longer than is necessary for the completion of the task it was collected for.’⁴

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 a copy of your personal data which the PCC of St George’s Jesmond holds about you;
- The right to request that the PCC of St. George’s Jesmond 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 of St George’s Jesmond to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to 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).
- 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,
- The right to lodge a complaint with the Information Commissioners Office.⁵

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 beginning 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 Parish Secretary: 0191 281 1659; email: office@stgeorgesjesmond.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.

³Keep it or Bin...:The Care of Your Parish Records (Church of England Record Centre Records Management Guide No.1, 2008

⁴ ibid. , p.8, section 5, para 5

⁵ 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.