



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Nicholas' Church, Burton

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 Nicholas' Church, Burton which also incorporates the fundraising group 'The Friends of St Nicholas' Church', is the data controller (contact details are provided 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 Nicholas' Church, Burton incorporating 'The Friends of St Nicholas' Church' 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 or misuse or 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 enable us to provide a voluntary service for the benefit of the public in church and across the parish and sometimes farther afield;
- 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 and claims;
- To inform you of news, events, activities and services at St Nicholas' Church, Burton;
- To operate and manage the St Nicholas' Church website.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services, community events and related activities;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment legislation, social security or social protection law, or a collective agreement;
- Processing is carried out by the church - a not-for-profit body with a political, philosophical, religious or trade union 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 any third parties either within or outside of the parish without 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 [see footnote for link].

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 a copy of your personal data which the PCC of St Nicholas' Church, Burton holds about you;
- The right to request that the PCC of St Nicholas' Church, Burton 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 Nicholas' Church, Burton to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provides the data subject with their 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 Commissioner's 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

Church of England

www.churchofengland.org

To exercise all relevant rights, queries or complaints, in the first instance please contact St Nicholas' Church PCC Hon. Secretary:

PCC Hon. Secretary, 5 Burton Manor Gardens, Burton, Neston, CH64 5AB

burtonchurchcomms@btinternet.com

The Data Controller for St Nicholas' Church, Burton:

PCC Data Controller, 5 Burton Manor Gardens, Burton, Neston, CH64 5AB

burtonchurchcomms@btinternet.com

Complaints

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



CONSENT FORM

Your privacy is important to us, and we want to communicate with church members and others in a way which has their consent and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent regarding how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name

Address:

Email Address:

Phone Number:

By signing this form you are confirming that you are consenting to the PCC of St Nicholas' Church, Burton holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the church contacting me by

✓

- ☐ Post
- ☐ Phone
- ☐ Email

☐ To keep me informed about news, events, activities and services at St Nicholas' Church, Burton (*note you can unsubscribe from the church e-bulletin and related communication at any time*);

Signed:

Dated:

You can grant consent to all the purposes, one of the purposes, or none of the purposes. Where you do not grant consent we will not be able to use your personal data. For example, without your consent we may not be able to let you know about forthcoming services and events except in certain limited situations, such as when we are required to do so by law or to protect members of the public from serious harm.

You can find out more about how we use your data from our 'Privacy Notice' which is available on the church website. You may withdraw or change your consent at any time by contacting the Data Controller of St Nicholas' Church, Burton:

Data Controller

burtonchurchcomms@btinternet.com

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.