

# **The Parochial Church Council (PCC) of St John the Baptist Westbourne West Sussex**

## **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 John the Baptist Westbourne 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 John the Baptist Westbourne 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 records relating to the Electoral Roll;
- To administer records relating to the Parish Hall;
- To fundraise and promote the interests of the Church;
- To manage any employee(s) and all 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 John the Baptist;
- To enable us to provide a voluntary service for the benefit of the public in the Westbourne area.

### **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 and process your gift aid donations and where appropriate keep you informed about deanery and diocesan events.
- Processing is necessary for carrying out obligations we may have under employment, social security or social protection law;
- Processing is carried out by us as a not-for-profit body with a religious aim provided: -
  - the processing relates only to members or former members (or those who have regular contact with us 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 of the parish unless we have your express prior consent in writing.

## **6. How long do we keep your personal data?**

We keep data in accordance with the guidance from the Church of England. Specifically, we retain electoral roll data while it is still current; records relating to rota's whilst these are still current and whilst you remain as a relevant volunteer for the purposes of drawing up those rota's; any records relating to the Parish Hall bookings for no more than 12 months after the end of the calendar year of the relevant booking; 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 John the Baptist Westbourne holds about you;
- The right to request that the PCC of St John the Baptist Westbourne 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 John the Baptist Westbourne to retain such data;
- The right to withdraw your consent to the processing 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;
- 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 the contact details given on the current Pew Sheet and on the website for St John the Baptist Westbourne [www.westbourneparishchurch.org.uk](http://www.westbourneparishchurch.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.

## **10. Review**

This notice will be reviewed every three years.