

# DATA PRIVACY NOTICE

## THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF KINGSTHORPE

### 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 Parochial Church Council of the Ecclesiastical Parish of Kingsthorpe in Northampton ("Kingsthorpe PCC") is the data controller (contact details can be found in section 9 below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Kingsthorpe 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our Pastoral Measure 2014<sup>1</sup>;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid declarations);
- To inform you about news, events, activities and services at churches within the Kingsthorpe Parish and, in situations where you may be interested, elsewhere in the diocese;
- To contact individuals via surveys to conduct research about their opinions of current and possible changes to forms of worship, social events and parish facilities.

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

- Explicit consent<sup>2</sup> of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, these contracts comprising the hiring of church premises and the provision of wedding and funeral services.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, the safeguarding of children and vulnerable adults, the Electoral Roll or under employment, social security or social protection law, or a collective agreement;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. These legitimate interests comprise the general administration of the parish and of

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<sup>1</sup> Available from the Team Office Coordinator whose contact details can be found at the end of this document.

<sup>2</sup> The Kingsthorpe PCC Consent Form is available on-line at <http://www.kingsthorpechurches.co.uk/contact-us/general-data-protection-regulations/> or from the Team Office Coordinator whose contact details can be found at the end of this document.

church groups, and fundraising activities (including initiatives to encourage members of, and others connected with, our churches to review their giving);

- Processing is carried out by 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 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 may only be shared with members of, and others connected with, our churches in order to carry out a service to such people, or for purposes connected with our churches. We will only share your data with third parties outside the parish with your consent.

### **6. How long do we keep your personal data<sup>3</sup>?**

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 Kingsthorpe PCC holds about you;
- The right to request that Kingsthorpe PCC 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 Kingsthorpe PCC 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 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 Team Office Co-ordinator by email to [office@kingsthorpechurches.co.uk](mailto:office@kingsthorpechurches.co.uk), by post to the Team Office, St. David's Church, Eastern Avenue South, Kingsthorpe, Northampton NN2 7QB or by telephone on 01604 720781.

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.

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<sup>3</sup> 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>