

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of St Peter's North Tawton Privacy Notice

This Privacy Notice is provided by the PCC of St Peter's North Tawton to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

### Data Controller

The data controller is:

The Parochial Church Council (PCC) of St Peter's North Tawton

St Peter's Church, Essington, North Tawton EX20 2EX

<https://www.stpetersnorthtawton.org.uk/>

For more information, please go to: <https://www.stpetersnorthtawton.org.uk/>

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### 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 Peter's North Tawton is the data controller (contact details below). The Vicar, Church Wardens, PCC Secretary and Treasurer are subject to the authority and direction of the PCC in how your data is processed. The PCC of St Peter's North Tawton authorises the Vicar, Church Wardens, PCC Secretary and Treasurer to use your data on its behalf only in accordance with this notice.

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

The PCC of St Peter's North Tawton 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.

### 4. Why we collect and use your personal data?

We use personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in accordance with our charity constitution.
- To administer an Electoral Roll and maintain a church directory.
- To maintain records for the purposes of safeguarding children and vulnerable adults.

- To fundraise and promote the interests of the church.
- To manage our employees and volunteers, which includes paying salaries and reimbursing expenses.
- To maintain our accounts and records (including the processing of gift aid records and Standing Order Mandates).
- To inform you of news, events, activities and services organised or supported by St Peter's North Tawton which are happening at St Peter's North Tawton and elsewhere.
- To report on past events, activities and services, of which some reporting may include the use of images.
- To share your contact details with the Diocesan office (This applies to employees, some members of the PCC and members of our Safeguarding Team only).
- To administer occasional offices.

## **5. The lawful basis for processing your personal data**

- Consent – we will obtain your consent to send you information about church events or newsletters.
- Legal obligation – we are required by law to collect and process data certain data to carry out our legal or statutory obligations, particularly for our employers but also for weddings, funerals, baptism, etc,.
- Legitimate Activity – we collect and process data as part of our legitimate activities as a not-for-profit body.

## **6. Where we collected your data from**

- You
- The Diocese of Exeter
- Funeral directors

## **7. Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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 church with your consent.

## **8. How long do we keep data?\***

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records" [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.

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\* 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

## 9. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which The PCC of St Peter's North Tawton holds about you (a Subject Access Request or 'SAR');
- The right to request that the 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 The PCC of St Peter's North Tawton to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

## 10. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the PCC Secretary (Pippa Tarr) at [ptarr1@outlook.com](mailto:ptarr1@outlook.com) or 01363 82535.

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.