



## PERSONAL DATA PRIVACY NOTICE

**From: The Parochial Church Council of Holy Trinity Shaw (PCC) & the Reverend Katy Cunliffe (Vicar)**

### 1. Introduction

We (the Vicar and the PCC) each hold data about you: such as your name, address, telephone number and email address. You have probably given us this information in the first place, possibly many years ago. Personal data relates to a living individual who can be identified from that data. The handling of such personal data is now governed by the General Data Protection Regulation (GDPR) and we are now required to notify you about this and your rights and our responsibilities regarding it. We must state how your personal data is handled and for what purposes.

**2. Our obligations to you:** We will keep personal data up to date and provide you with information about it on request; store and (if no longer required) destroy it securely; not collect or retain excessive amounts of data; and ensure it is appropriately protected from loss, misuse, and unauthorised access.

### 3. How do we hold and handle your personal data? What is the legal basis?

We hold data and use it for the purposes of our legitimate interests as a parish church within the Church of England during our legitimate activities and on condition that this relates solely to our current or former members or to persons who have regular contact with us in connection with our purposes. It will not otherwise be shared or disclosed (for example, to any third party) without your express consent.

In some cases, we hold data as part of a legal obligation: for example, consent; contract; the Electoral Roll; the recovery of income tax under Gift Aid; employment, social security or social protection law; a collective agreement; baptism, wedding and funeral registers.

Some examples of how we use your data are these:

- Administering membership records and operating rotas for volunteers and employees;
- Fundraising and promoting our work; within this parish and the wider deanery and diocese;
- Maintaining our accounts and records (including the processing of gift aid applications, consent forms, hiring out the hall and Diocese safe guarding requirements);
- Informing you of news, events, activities and services running at the Church and the deanery of Oldham East and the Diocese of Manchester; (including electronically via email and through the Church website);
- Generally enabling us to provide a voluntary service and pastoral care for the public benefit and in pursuance of our charitable objects.

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

We aim to keep data in accordance with current best practice. Specifically, electoral roll data is kept while it is still current; gift aid declarations are kept while current and then for up to six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) are retained permanently. Ultimately these registers are archived in Manchester at the Diocesan Record Office.

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>

#### **5. 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 held and processed by us or any marketing automation platform we use.

- to request a copy of your data;
- to require that we correct any data if found to be inaccurate or out of date;
- to request your data is erased where it is no longer necessary for us to retain it;
- the right to withdraw your consent to the processing at any time;
- the right to request we provide you with and to transmit your data directly and by automated means to another data controller (Known as the right to data portability);
- where there is a dispute about your data, to request a restriction is placed on further handling, unless we can demonstrate compelling grounds for doing so which override your interests;
- to lodge a complaint with the Information Commissioners Office: see paragraph 7.

#### **6. New uses of your data**

If we wish to use your data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this and seeking your prior consent.

#### **7. Contact Details**

Our details, as the data controllers to whom this Notice refers, are:

1. The Revd Katy Cunliffe, Vicar of Holy Trinity Shaw, The Vicarage, 13 Church Road, Shaw, OL2 7AT; Telephone 07548 295229; Email [revkatycunliffe@gmail.com](mailto:revkatycunliffe@gmail.com)
2. Parochial Church Council of the Church; contact via the secretary Mrs Janine Ashburn 17 Lane Meadow, Shaw, Oldham, OL2 7BL; Telephone 01706 845680.
3. Mrs Kay Thomas, Data Officer; Email [kaythomas27@talktalk.net](mailto:kaythomas27@talktalk.net).

**To exercise all relevant rights, queries of complaints**, please in the first instance contact one or other of the above-named.

**You can also contact** the Information Commissioners Office on: <https://ico.org.uk/global/contact-us/email/> or 0303 123 1113 or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

20<sup>th</sup> December 2018