

Data Privacy Notice

With effect from 25th May 2018, the processing of personal data is governed by the General Data Protection Regulation ("GDPR").

1. Your personal data – what is it?

Personal data relates to any living person 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 its possession.

2. Who are we?

The Parochial Church Council of Wargrave with Knowl Hill (the PCC) 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 complies with its obligations under GDPR by:

- keeping personal data up to date;
- storing and destroying it securely;
- by not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access or disclosure by ensuring that appropriate technical and procedural measures are in place.

4. We use your personal data to:

- enable us to engage in mission and ministry to church members and to residents of the parish, including the provision of pastoral care;
- administer membership records;
- fundraise and promote the interests of the parish;
- recruit and manage our employees and volunteers;
- maintain our own accounts and records (including the administration of Gift Aid);
- inform you of news, events, activities and services running at our parish churches;
- share your contact details with the Diocesan office so they can keep you informed about news and events, activities and services occurring in the Diocese of Oxford and in which you may be interested.

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

- Your explicit electronic or written consent is required so that we can keep you informed about news, events, activities and services in the parish as well as Diocesan events.
- Your implied consent is necessary for carrying out our legal obligations in relation to maintaining the parish Electoral Roll, administering Gift Aid, management of groups, committees, working parties or rotas which you have joined; or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out where it relates only to church 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.

6. Sharing your 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's activities. We will only share your data with third parties outside the parish with your consent.

7. 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 below).

Specifically, we retain Electoral Roll data while it is still current; gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

8. Your rights and your personal data

You have the following rights to:

- request a copy of your personal data which the PCC holds about you;
- request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
- request your personal data is erased where it is no longer necessary for the PCC to retain such data;
- withdraw your consent to the processing at any time
- request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- request a restriction is placed on further processing, where there is a dispute in relation to the accuracy or processing of your personal data;
- object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 of complaints please in the first instance contact Parish Administrator at the PCC: St Mary's Church Office, Station Road, Wargrave, Berkshire RG10 8EU, 0118 940 2300, or office@wargravechurch.org.uk

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

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/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf