



## DATA PRIVACY NOTICE

### The Parochial Church Councils (PCC's) of North Hampshire Downs Benefice

#### 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?

Each PCC of the North Hampshire Downs Benefice is the data controller for its parish. This means it decides how your personal data is processed and for what purposes.

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

The PCC's of the North Hampshire Downs Benefice comply with their 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: -

- For members of the clergy to provide pastoral care to parishioners.
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area.
- 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 applications);
- To inform you of news, events, activities and services running within the North Hampshire Downs Benefice.
- To share your contact details with the Benefice administration and ministry team so they can keep you informed about news in the Benefice and events, activities and services that will be occurring in the Benefice and in which you may be interested.
- To enable other fellow-members of your church to search for your contact details, in line with your own selected privacy settings.
- To operate the relevant church website and deliver the services that individuals have requested.
- To contact individuals via surveys to conduct research about their opinion of current services or of potential new services that may be offered.

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

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about events within North Hampshire Downs Benefice.
- Processing which is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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 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 or Benefice. We will only share your data with third parties outside of the parish with your consent.

## 6. How long do we keep your personal data<sup>1</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 Benefice office or Church of England website.

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 a PCC of the North Hampshire Downs Benefice holds about you.
- The right to request that a PCC of the North Hampshire Downs Benefice 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 any PCC of the North Hampshire Downs Benefice 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) [*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*]
- 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 of complaints please in the first instance contact the relevant PCC Secretary or the Benefice office, Ostlers Place, Deer Park View, Odiham RG29 1JY.

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>1</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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>