

# St Mary the Virgin, Ketton PCC

## GDPR Data Privacy Notice May 2018

### 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). This notice covers role-holders and others as defined in the page 'Role Holders' on this web site.

### 2. Who are we?

The PCC is the data controller (contact details below) and 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 the GDPR by keeping personal data (such as names and contact details) 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.

The PCC and its officers use your personal data to: -

- support the parish and its volunteers;
- inform you of news, activities and services in the Parish.
- maintain parish accounts and records;
- process gift aid applications;
- maintain data necessary for the production and distribution of the Church Duty Rota
- maintain the Church web site, [www.kettonstmary.org.uk](http://www.kettonstmary.org.uk)
- maintain records relevant to Safeguarding
- fundraise and promote the interests of the parish.

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

Generally data is processed under Articles 6 & 9 of the GDPR. Article 6 governs the legal basis, while Article 9 permits processing of sensitive ('special category') data to be carried out by a not-for-profit body with religious aim where it 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. If you are not a rôle-holder in relation to the Parish Church we will seek explicit consent from you so that we may use your data as set forth above.

Some data is required to be stored and processed for legal, contract or safeguarding reasons; in these cases consent is not sought and exemptions under the GDPR may apply in respect of the rights set out in Paragraph 7 below.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be used for purposes connected with the church. 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?

We keep data about church members and contacts for no longer than is reasonably necessary, 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.

Specifically, we keep information relating to baptisms, marriages and funerals until the service has taken place, retaining contact details to inform you of future related events.

### 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 we hold about you;
- 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 be erased where it is no longer necessary for the 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;
- 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 Secretary of the PCC using the contact details on the “Who's Who” page of [www.kettonstmary.org.uk](http://www.kettonstmary.org.uk) . 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.