



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) and the Incumbent of St Paul's Church, Slough

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 currently governed by the Data Protection Act 1998 and will be by the General Data Protection Regulation (the "GDPR") from 25 May 2018.

2. Who are we?

The PCC of St Paul's Church, Slough 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 of St Paul's Church, Slough 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in our parish and further afield;
- To administer membership records;
- To comply with legal obligations
- To fundraise and promote the interests of the church and church events and activities which may include the use of official video recordings or photographs;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid tax recovery);
- To inform you of news, events, activities and services running at St Paul's;
- To monitor the security of the church premises and ensure the safety of staff, volunteers and hirers through a CCTV system.

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

- For the performance of a contract (for example a contract to hire the Church premises) to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

- Processing is necessary for the purposes of the legitimate interests of the Church (including its membership) if this does not override the interests or rights and freedoms of the data subject.
- 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) so that we can keep members informed about news, events, activities and services and process gift aid donations; and
 - there is no disclosure to a third party without consent.
- In all other cases including disclosure to third parties, explicit consent of the data subject.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with clergy, other members of the church, its staff and volunteers to carry out the church's ministry and/or for purposes connected with the church. We will only share your data with third parties with your consent or to fulfil a legal obligation.

6. 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" provided by the Church of England. Specifically, we retain electoral roll and church membership data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate; parish registers (baptisms, marriages, funerals) permanently. We will retain data relating to former members for up to six years or longer with their consent.

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 the PCC of St Paul's Church, Slough holds about you;
- The right to request that the PCC of St Paul's Church, Slough 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 Paul's Church, Slough to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to 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),
- 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 Privacy 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 before it takes place.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at parishadmin@stpaulsslough.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.

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