

St Mary's Church, Peterborough

DATA PRIVACY NOTICE



The Churchwardens and PCC of St Mary's Peterborough have a legal responsibility under the terms of the General Data Protection Regulation (GDPR) to keep any personal information you choose to share with us safe and secure, and to respect your right to privacy. Together we act as the Data Controller. This notice summarises our responsibilities to you.

Personal data means any data (e.g. name and address) relating to a living individual who can be identified by that data, either on its own or in conjunction with any other data held by St Mary's Church or likely to come into its possession

Data subject means any individual who is the subject of personal data

Data controller means the governing church body who decide the purposes for which any personal data is required and how it is to be processed.

Processing means obtaining, recording or keeping the data (either on computer or on paper), and carrying out any processing operations on it.

The Churchwardens and PCC of St Mary's 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: -

- To administer membership records (the Electoral Roll)
- To fundraise and promote the interests of our church
- 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 at St Mary's
- To enable us to provide a voluntary service for the benefit of the public in central and eastern Peterborough

The Churchwardens & PCC are named as the Data Controller to show that anyone at St Mary's Church with responsibility for a particular aspect of church life may legally process data relevant to performing their duties in that role.

This does not mean that everyone on PCC has the right to see your information. **Your personal data will be treated as strictly confidential** and will only be shared with other members of the church on a strict 'need to know' basis in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your specific consent.

Please note that we keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" ^{*1}. 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.

The legal basis for processing your personal data is:

- Your explicit consent as data subject so that we can keep you informed about news, events, activities and services, process your gift aid donations and keep you informed about church events

- Processing is necessary for carrying out our obligations under employment, social security or social protection law
- Processing is carried out by St Mary's as a not-for-profit body with a religious 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.

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 Churchwardens and PCC of St Mary's, Peterborough hold about you
- The right to request that the Churchwardens and PCC of St Mary's, Peterborough correct 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 Churchwardens and PCC of St Mary's, Peterborough 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 ^{*2}.

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 before 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.

**To exercise all relevant rights, queries or complaints please in the first instance contact:
the PCC Secretary at PCCSecretary@peterborough-stmarys.org.uk**

^{*1} "Keep or Bin: Care of your Parish Records" is available from the Church of England website at:

<https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

^{*2} 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.