

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Christ Church South Ossett in the Diocese of Leeds The Incumbent of Christ Church South Ossett in the Diocese of Leeds

1. Who are we?

The Parochial Church Council (PCC) of Christ Church South Ossett in the Diocese of Leeds is a data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The incumbent is also a data controller in his/her own right (contact details the same as the PCC, below). In this Privacy Notice, 'we' refers to the Incumbent and PCC both individually and together.

2. 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 2016/679 (GDPR).

3. How do we process your personal data?

The Incumbent and PCC of Christ Church, South Ossett, comply with their obligations under 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; by ensuring that appropriate technical measures protect your personal data; by reporting any breach appropriately.

We use your personal data for the following purposes: -

- To pursue the legitimate interests of the church;
- To provide a voluntary service for the benefit of the public in the Parish of South Ossett and elsewhere;
- 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 of Christ Church news, events, activities and services;
- To keep you informed of Diocesan news, events, activities and services in which you may be interested;
- For members of the clergy & Pastoral Team to provide pastoral care for parishioners;
- To keep, manage and archive Legal and Parish Records.

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

- Your explicit consent so that we can keep you informed about news, events, activities and services; process your donations (including gift aid); and keep you informed about diocesan events;
- Where necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Christ Church is a not-for-profit religious body; we process data where: -
 - The data relates to parishioners, those with whom we have had pastoral contact, members, former members, or those who have regular contact with us in connection with those purposes;
 - It is necessary for reasons of substantial public interest;
 - It is medical and necessary for the provision of health or social care;
 - It is necessary to protect your vital interests or the interests of a person physically or legally unable to give their consent;
 - It is necessary for archiving purposes in the public interest;
 - It is necessary to fulfil our obligations within the Diocese of Leeds;
 - 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 those answerable to

the Incumbent, the PCC of Christ Church and the Diocese of Leeds in order to pursue the legitimate interests of the church. We will only share your data with third parties outside of the parish or diocese with your consent.

6. How long do we keep your personal data¹?

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 footnote for link¹].

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, thanksgivings, funerals, churchyard) 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 the PCC of Christ Church, South Ossett holds about you;
- The right to request that the Incumbent and/or the PCC of Christ Church, South Ossett 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 Incumbent and/or the PCC of Christ Church, South Ossett to retain such data;
- The right to withdraw your consent to the processing at any time [This *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 request that the Incumbent and/or the PCC (as Data Controller[s]) provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable. [This *only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the data will be processed by automated means*].
- 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. [This *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 Data Protection Officer, Mr C Cowlshaw, The Parish Office, Parish Centre, Vicar Lane, Ossett WF5 0BE; Tel: 01924 263311; email: christchurchsouthossett@gmail.com

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.

¹ 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