

DATA PRIVACY NOTICE
For the United Benefice of
The Parochial Church Council (PCC) of St Alkmund's, Duffield
& the Parochial Church Council (PCC) of St Paul's Little Eaton.

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 2016/679 (the "GDPR").

2. Who are we?

The PCCs' of St Alkmund's, Duffield & St Paul's Little Eaton are the data controllers (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 PCCs' of St Alkmund's, Duffield & St Paul's Little Eaton, 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 provide Pastoral care for parishioners or others who are seeking it;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To comply with our legal obligations;
- 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 Alkmund's and St Paul's.

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

Processing is authorised in accordance with **Article 6** of the GDPR:

- Where necessary in pursuance of contract (e.g. in the course of employment or in connection with Wedding or Funeral arrangements) ...*or*
- Where necessary to comply with our legal obligations (including, but not exclusively, in relation to: Church of England Governance, Marriage, Safeguarding, Employment law, Health and Safety and Taxation including Gift Aid processing) ...*or*
- In pursuance of our "legitimate interests" and those of Church members in maintaining regular worship, a Christian presence in our communities & supporting our congregations and others (& so far as compatible with protecting your data)...*or*
- With your consent (e.g. to keep you informed about parish news, events, activities and services).

and in accordance with **Article 9**,

- with explicit consent ...*or*
- in pursuance of our legitimate aims as a not-for-profit religious body (in relation to members / former members / those with whom we have regular contact, & provided there is no disclosure of such data to a third party without consent)...*or*
- where you have already made your data public ...*or*
- where it is necessary for archiving in the public interest, scientific & historical research or statistical purposes (based on UK or EU law).

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. We will only share your data with third parties outside of the parish 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 link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for at least 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 the PCC's of St Alkmund's, Duffield & St Paul's Little Eaton, holds about you;
- The right to request that the PCC's of St Alkmund's, Duffield & St Paul's Little Eaton 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's of St Alkmund's, Duffield & St Paul's Little Eaton to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where for legal reasons the data cannot be erased, or you do not wish it to be, instead to request a restriction on its further processing;
- 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 PCC Secretaries or Parish Administrators via St Alkmund's Church office, Church Hall, Church Drive, Duffield, Belper, DE56 4BA or office@stalkmundsduffield.co.uk. (these contact details should be used for both churches).

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/more/libraries-and-archives/records-management-guides>