



St Martin's Church

London Road • Worcester

The Parish of St Martin with St Peter in the Worcester South East Team



Data Protection Privacy Policy

The Parochial Church Council of The Parish of St Martin with St Peter (the PCC) is committed to safeguarding the privacy of all those associated with St Martin's. This policy sets out how we will obtain, use and protect your personal information. It reflects our duties under the General Data Protection Regulation (the "GDPR") to use information fairly, keep it secure, ensure it is accurate and keep it up to date.

All information that we hold concerning you as an individual (your *personal data*) will be held and processed strictly in accordance with the provisions of the GDPR. By providing us with your personal data, you are agreeing that the PCC may use some or all of that data for administering our relationship with you as a member of, or a person associated with, St Martin's Church.

Personal data is any information about a living individual which enables them to be identified. If data is "obviously about" a person, then it is personal data. It may be provided by you (the *data subject*) on an application form, registration form, nomination form, planned giving form, or email letter, via our website, etc.; or obtained from other public records. Your personal data may include your home address and telephone number, email address, mobile telephone number, bank account details, data associated with safeguarding, employee data, etc.

We may contact you at your home address, by telephone, SMS, fax or email.

Personal data will only be used for the purposes (or closely related purposes) it was provided for, i.e.:

- Providing a voluntary service for the benefit of the public in the particular geographical area specified in our constitution;
- Informing you of news, events, activities and services at St Martin's;
- Administering electoral records and conducting elections.
- Administering Safeguarding records;
- Recording of Baptisms, Weddings & Funerals;
- Fundraising and promotion of the interests of the charity;
- Management of our employees and volunteers;
- Maintenance of accounts and records (including the processing of gift aid applications);
- Sharing your contact details with the Diocesan office so they can keep you informed about news and events in the diocese.

Legal basis for processing your personal data

The PCC will process data relating to you on the following grounds:

- We have your explicit consent to keep you informed about news, events, activities and services; to process your gift aid donations; and to keep you informed about diocesan events.
- Processing is necessary to meet obligations under employment, social security or social protection law, or a collective agreement.
- Processing is performed by a not-for-profit body with a religious, philosophical, or political aim, provided that 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.

Processing personal data

The PCC is the *data controller* and it will decide how your personal data is processed and for what purposes.

The PCC will comply with its obligations under the “GDPR” by ensuring personal data is:

- collected only for specified, explicit and legitimate purposes;
- processed lawfully, fairly and in a transparent manner in relation to individuals;
- adequate, relevant and limited to that necessary for the purposes for which it is processed;
- accurate and, where necessary, kept up to date or corrected without delay;
- protected from loss, misuse, unauthorised access and disclosure, using appropriate technical measures;
- kept for no longer than is necessary for the purposes it was collected, and disposed of securely.

Sharing your personal data

Your data will be treated as strictly confidential and will only be shared with other members of the church in order to provide a service to other church members or for purposes connected with the church.

We will not, without your consent, supply your details to any third party except where such transfer is a necessary part of the activities that we undertake, or to comply with legal obligations.

Keeping your personal data safe

Your data will be held on password protected third party provided software, or on paper files which will be held securely. When required, it will be disposed of securely by shredding, disposal as confidential waste, or secure electronic deletion.

Note that, on our church website, if you click on links to other websites, or on the ‘share’ button for our Facebook page, the website or Facebook may register that action and may use that information to facilitate their service. You should check their policies to see how exactly they use your information and how to opt out, or delete, such information.

Retention of personal data

Your data will be retained in accordance with the Church of England Guide “Keep or Bin: Care of Your Parish Records”.

More specifically, we will 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.

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. You have the right to:-

- receive a copy of the personal data we hold on you (Subject Access Request or SAR);
- require us to correct your data if it is inaccurate, incomplete or out-of-date;
- require us to stop, or limit processing of, your data;
- request a restriction is placed on further processing of your data where there is a dispute in relation to the accuracy or processing of your data;
- require us to erase any or all of your data;
- lodge a complaint with the Information Commissioners Office.

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at the Parish Office (see below).

(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.)

As adopted at PCC on 1st May 2018