HANBURY Parochial Church Council (“PCC”)

**DATA PRIVACY NOTICE 1 July 2018**

1. **Your personal data – what is it?**

The Privacy Policy set out in this Notice explains the basis on which any information we collect from you, or that you provide to us, will be held and used (“processed”) by us. Some of this information will be personal data which is specifically protected under the General Data Protection Regulation (“GDPR”), a European-wide law that replaces the Data Protection Act 1998. Personal data is any information about a living person which enables them to be identified either from that information alone or in conjunction with other information in, or likely to come into, the possession of the PCC or those authorised to carry out its functions.

1. **Who are we?**

The PCC, which can be contacted through the Secretary, Bridget Weaving, at bridgetweaving@hotmail.com, is the data controller and owns and operates the websites and maintains various databases and manual and electronic records to fulfil its legal obligations, for the legitimate interests of the PCC and to disseminate information that you have requested. This means it decides what personal data is collected and held and for what purposes.

1. **How do we process your personal data?**

The PCC complies with its obligations under the GDPR by not collecting or retaining more personal data than it needs, by keeping that data up to date, by storing and destroying it securely, by protecting it from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect it.

1. **What is the legal basis for us having your personal data and what is it used for?**

We hold your personal data for the following reasons and use it for the purposes shown:

1. Because we have a legal obligation under ecclesiastical, charity, tax or other laws:
2. to maintain and publish the electoral roll**;**
3. to maintain our accounts, including the recording and processing of freewill envelopes, standing orders and gift aid; and
4. to maintain other records required by law.
5. Because the PCC has a legitimate interest in the information in order to:
6. carry out the administrative functions required to run the parish;
7. compile our rotas of the various activities undertaken by or in the parish; and
8. promote the interests of our two churches.
9. Because you have given us explicit consent:
10. to inform you of services, events and activities being held in the parish or which might be of interest to you.
11. **Do we share your personal data?**

Your personal data will be treated as strictly confidential and will only be shared either as required by law or with other members of the parish in order to carry out a service to other church members or for purposes connected with the parish. Otherwise, we will only share your data with third parties outside of the parish with your consent.

1. **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in “Keep or Bin: Care of Your Parish Records” which is available on the Church of England website at <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.asps>

Specifically, we retain electoral roll data whilst it is still current, gift aid declarations and associated records for up 6 years after the tax year to which they relate, accounting records for 6 years after the accounting period they are in respect of and Registers of Baptisms, Marriages and Funerals, minute books and statutory reports and accounts indefinitely. Other records are disposed of or erased 2 full calendar years after they cease to have relevance.

1. **Can we change the Privacy Policy and what happens if we want to use your personal data for a purpose not listed in 4 above?**

The PCC may change or modify this Privacy Policy from time to time. The date that revisions were last made to this Policy is shown as part of the title of this Notice and they are effective from the date they appear on our websites or are made available in printed form. A notice that there have been changes will be placed on our websites and the PCC encourages you to check from time to time so you can review the current version.

If we wish to use your personal data for a purpose not listed above we will provide you with a draft updated copy of this notice explaining the new purpose prior to commencing to use the data and where necessary seek your prior consent.

1. **What are your rights regarding the personal data we hold about you?**

By contacting the PCC Secretary (see details in 2 above) you can at any time ask for a copy of the personal data we hold about you, instruct us to limit its use and ask for inaccuracies to be corrected. You can also ask for it to be erased where it is no longer necessary for us to retain it and you can withdraw, at any time, the consent given for the purposes set out in 4(iii)(g) above. You also have the right to lodge a complaint with the Information Commissioner’s Office.