

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St John's Hartford

Last updated 13th June 2024

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. Data can include images and videos. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St John's Hartford is the data controller (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 PCC of St John's Hartford comply with our 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 enable us to provide the services as specified in the objectives of our charity;
- To provide pastoral care to church members and others associated with our churches;
- To administer the electoral roll and group membership records;
- To create and maintain church membership directories;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain financial accounts and records, including processing of Gift Aid applications;
- To provide services in relation to the hire of our buildings;
- To operate the church websites and provide access to services hosted on them;
- To record and livestream services for those who wish to participate remotely and for those who wish to watch or listen to services at a later date;
- To inform you about news, events, activities and services at St John's.

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

- Your consent, so that, for example, we can keep you informed about events, activities and services;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or for administering employment, salaries, pensions and social security
- The processing is in accordance with the legitimate interest of the PCC in supporting, informing and communicating with the Church Family [church members] in the parish of St John's Hartford;
- Processing is carried out by a not-for-profit body [the PCC] 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;
- Processing is necessary for the performance of a contract, for example to hire rooms in one of our buildings, to which you are party or in order to take steps at your request prior to entering into a contract.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of our churches in order to carry out a service to other church members or for purposes connected with the churches. We will only share your data with third parties outside of the parish with your consent, except when legally obliged to do so.

6. How long do we keep your personal data?

We keep data in accordance with our Data Protection Policy, which is available from the Church Office on request.

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 (7 years); and parish registers (e.g. 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 of St John's Hartford holds about you;
- The right to request that the PCC of St John's Hartford 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 of St John's Hartford to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller [the PCC] provide the data subject [you] with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data 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) [*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 Parish Administrator at office@stjohnshartford.org or 01606 872255.

You can contact the Information Commissioners Office on 0303 123 1113 / 01625 545745, via email <https://ico.org.uk/global/contact-us/email/> or by post at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.