

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of the Parish of Thorner with Scarcroft

1. 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 (the "GDPR").

2. Who are we?

The PCC of the Parish of Thorner with Scarcroft, ("the PCC") is the data controller (contact details below). This means it decides how an individual's personal data is processed and for what purposes.

3. How do we process personal data?

The PCC 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 personal data for the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- 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 carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To provide pastoral and spiritual care (such as visiting those who are gravely ill or bereaved) and to organise and perform ecclesiastical services, such as baptisms, confirmations, weddings and funerals;
- To enable us to provide a voluntary service, including the Church's mission and other charitable activities, for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To raise funds and to 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 operate the Church website;
- To provide information concerning news, events, activities, changes in role holders, and services;
- To send communications which may be of interest to recipients, which may include information about campaigns, appeals, and other fundraising activities;
- To share contact details with the Diocesan office so they can keep individuals informed about news in the diocese and events, activities and services that will be occurring in the diocese and which may be of interest.

Data which we collect might include:

- Names; contact details such as telephone numbers, addresses, and email addresses; photographs;
- Demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependents (where they are relevant to our mission, or where you provide them to us);
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers (where you make donations or pay for activities or use of church facilities).

Data that we process is likely to constitute sensitive personal data because, as a church, the fact that we process personal data at all may be suggestive of an individual's religious beliefs.

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

- Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.
- Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- We will seek explicit consent to keep you informed about news, events, activities and services and keep you informed about local church and other diocesan events.
- We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, HMRC and other statutory requirements.
- Where we have PCC employees we may process information in line with payroll and pension, HMRC, safer recruitment including DBS checks, and other statutory requirements.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

5. Sharing personal data

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 data with third parties outside of the parish with an individual's consent, subject to the possibility that we might share personal data with other clergy or lay persons who support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, or persons with Bishop's Permissions may participate in our mission in support of our regular clergy. Clergy and the PCC might be

assisted with administrative tasks associated with our mission by lay persons outside the parish.

6. How long do we keep personal data?

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, funerals) permanently.

7. Individuals' rights and personal data

Unless subject to an exemption under the GDPR, an individual has the following rights with respect to his or her personal data:

- The right to request a copy of personal data which the PCC holds about that individual;
- The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that his or her personal data is erased where it is no longer necessary for the PCC to retain such data;
- The right to withdraw consent to the processing at any time;
- The right to request that the PCC provides the individual with his or 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 the individual's 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 personal data for a new purpose, not covered by this Data Privacy Notice, then we will publish 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 consent before the new processing.

9. Contact details

To exercise all relevant rights, or if you have any queries or complaints, please in the first instance contact Clare Meadley, Elmet Benefice PA, claremeadley72@gmail.com, or 0113 281 1242.

The Information Commissioner's Office can be contacted 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.