

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of All Saints' Church, Springfield, Chelmsford

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

Personal data relates to a living individual (the 'data subject') who can be identified from that data (for example their name or telephone number). Identification can be by the information alone or in conjunction with any other information in the possession of the 'data controller' (*see below 2. Who are we?*), or likely to come into the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

#### 2. Who are we?

The PCC of All Saints' Springfield is the data controller (contact details below). This means that the PCC decides how your personal data is processed and for what purposes.

#### 3. How do we process your personal data?

The PCC of All Saints' Springfield complies with its obligations under the GDPR by:

- keeping personal data up to date;
- storing it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; • ensuring that appropriate technical measures are in place to protect personal data;
- ensuring that data is destroyed securely when it is no longer required.

We may use your personal data for one or more of the following purposes:

- to enable us to provide a voluntary service for the benefit of the public;
- to administer membership records;
- to fundraise and promote the interests of All Saints' Springfield;
- to manage our volunteers and any employees and contracts;
- to maintain our own accounts and records (including the processing of Gift Aid applications);
- to maintain relationships with local schools;
- to inform you of news, events, activities, initiatives and services at All Saints' Springfield.

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

Your data may be processed for one or more of the following reasons:

- where you have given your clear consent to use the data so that we can keep you informed about All Saints' Springfield news, events, activities, initiatives and services;
- where it is necessary to comply with the law (including Gift Aid requirements);
- where it is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract;
- where it is necessary in the legitimate interests of preparing for and arranging baptisms, marriages and funerals; and of administering Church Centre bookings;

- where it is necessary for carrying out the legitimate activities of All Saints' Springfield, provided that the processing only relates to members or former members or those who have regular contact with All Saints' Springfield for its purposes, and provided that the data will not be disclosed to a third party without your clear consent.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. Safeguarding information will be held by our Safeguarding Officer and will not be shared with anyone else. Information about Planned Giving and Gift Aid donations will be held by our Planned Giving & Gift Aid Recorders and will not be shared with anyone else, except where it is necessary for All Saints' Treasurer or other authorised finance officials to provide donation payment details to our Planned Giving and Gift Aid Recorders. Other personal data will only be shared with other members of All Saints' Springfield 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 All Saints' Springfield with your consent.

## **6. How long do we keep your personal data?**

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<sup>1</sup> for link].

Specifically, we retain Electoral Roll data for one year after the last complete review; Gift Aid declarations for as long as they are required to support current or future Gift Aid claims, plus a further six years; Gift Aid claim records for six years after a claim is made on a donation, together with associated Planned Giving records not involving Gift Aid; 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 the personal data which the PCC of All Saints' Springfield holds about you;
- the right to request that the PCC of All Saints' Springfield corrects any personal data if it is found to be inaccurate or out of date;
- the right to request that your personal data is erased where it is no longer necessary for the PCC of All Saints' Springfield to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the PCC of All Saints' Springfield provides you with your personal data and, where possible, transmits that data directly to another data controller (known as the right to data portability), where applicable;
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- the right to object to the processing of personal data, where applicable; • the right to lodge a complaint with the Information Commissioner's Office.

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<sup>1</sup> 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>

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 your rights, or to raise any queries or complaints, in the first instance please contact the PCC Secretary, David Gauld on 01245 357276 or via email [datacontroller@allsaintsspringfield.org.uk](mailto:datacontroller@allsaintsspringfield.org.uk) or at this address, 28 Totnes Walk, Chelmsford, Essex CM1 6LX.

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.

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