

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Fatfield St George

### 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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The PCC of Fatfield St George is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

The PCC works together with the Incumbent of the parish, the bishops of the Diocese of Durham and the Diocesan Office, all of whom are considered joint data controllers. We work together to carry out our responsibilities to the church and community and this privacy notice refers to all.

### 3. What data do the data controllers listed above process? When provided, they will process some or all of the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the mission of the church, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information and necessary for the mission of the church, we may also process other categories of sensitive personal data including health, beliefs, lifestyle and judicial records.

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

The PCC of Fatfield St George 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 your personal data for the following purposes: -

- To enable us to provide voluntary services and activities, including pastoral care, for the benefit of the public in and around the Parish of Fatfield along with people connected with the church in other ways;
- To administer membership records; and meet legal and statutory obligations;
- To fundraise and promote the interests of the church and charity;
- To manage our employees and volunteers, including applications for a role;

- To maintain our own accounts and records (including the processing of donations and gift aid applications);
- To inform you of news, events, activities and services running at St George's;
- To share your contact details with the Diocesan office and bishops where required for the ministry of the church to take place;
- To carry out comprehensive safeguarding procedures to provide children and vulnerable adults with a safe environment in line with our safeguarding policy;

## **5. What is the legal basis for processing your 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 processing is necessary as a legal obligation.

- Legitimate interest of the organisation in providing pastoral support, keeping you informed about news, events, activities and services and keep you informed about diocesan events.
- Legitimate interest of the organisation to send fund raising information to Electoral Roll members, those giving regularly and those who attend groups, activities and services of St George's.
- Legitimate interest in organising volunteers on rotas.
- Legitimate interest when providing contact details and information for events to take place and people to attend.
  - Consent (otherwise) when contact details are to be shared.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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 unless legally required.

## **6. Sharing your personal data**

Your 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. This may include other clergy, lay people and diocesan office holders that support the mission of the church in the parish, including other Christian churches with whom we carry out joint events and activities.

We will only share your data with third parties outside of the church with your consent.

## **7. How long do we keep your personal data<sup>1</sup>?**

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<sup>1</sup>.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently. Data that could be needed for any safeguarding related activity, complaint or legal claim will also be kept permanently.

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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>

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## **8. 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 Fatfield St George holds about you;
- The right to request that the PCC of Fatfield St George 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 Fatfield St George to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject 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 PCC via the Parish Administrator at 0191 415 4200 or [office@stgeorgesfatfield.co.uk](mailto:office@stgeorgesfatfield.co.uk)

If you have any questions please contact us.

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.