**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of St Luke’s Church, Sway**

**1. Personal Data – what is it?**

Personal data relates to information on a living individual who can be identified from that information. Identification can be by the data 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 St Luke’s Church, Sway is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

**3. How do we process personal data?**

The PCC of St Luke’s Church, Sway is putting procedures in place to ensure it 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 provide a voluntary service for the benefit of the public in and around the Sway Parish;
* To administer membership records;
* To fundraise and promote the interests of the charity;
* To manage our employees and volunteers;
* To maintain our accounts and records (including the processing of donations and gift aid applications);
* To share information on news, events, activities and services organised by St Luke’s and the diocese.

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

* Explicit consent of the data subject so that we can keep them informed about news, events/ activities and services at St Luke’s and the diocese.
* It is in our Legitimate Interest to share data between members in order to maintain church rotas and to communicate within interest groups.
* 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 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.

**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 your consent.

**6. How long do we keep your personal data[[1]](#footnote-1)?**We keep data that may have longer term interest/legal implication 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 for link].

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; and parish registers (baptisms, marriages, funerals) permanently.

More general data, such as coffee rotas, attendance at social events, gardeners etc will only be kept as long as they are needed and thereafter destroyed.

**7. Subjects’ rights and their personal data**

Unless subject to an exemption under the GDPR, subjects have the following rights with respect to their personal data: -

* The right to request a copy of personal data which the PCC of St Luke’s Church, Sway holds about them;
* The right to request that the PCC of St Luke’s Church, Sway corrects any personal data if it is found to be inaccurate or out of date;
* The right to request personal data is erased where it is no longer necessary for the PCC of St Luke’s Church, Sway to retain such data;
* The right to withdraw 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 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 or complaints please in the first instance contact

 The PCC Secretary

 St Luke’s Church

 Church Lane

 Sway SO41 6BD Tel. 01590 682358 email : office@stlukeschurchsway.org.uk

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.

 Privacy Notice Approved

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1. 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> [↑](#footnote-ref-1)