



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St James Gerrards Cross with Fulmer

1 Data Protection Statement

Keeping your data secure is very important to us. By providing your personal details you agree to allow St James Gerrards Cross with Fulmer to contact you either on the basis of the consents you have given us or for our legitimate Interests in accordance with current data protection regulations. We will never make your personal data available for marketing purposes to external individuals or organisations

2 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").

3 Who are we?

Data Subject: This is the person about whom we hold personal data.

Data Controller: The PCC of St James Gerrards Cross with Fulmer (the churches) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

4 How do we process your personal data?

The PCC of St James Gerrards Cross with Fulmer 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 a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- For members of the clergy, staff and pastoral teams to provide care to church members and those in regular contact with the church.
- To administer membership records;
- To fundraise and 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 inform you of news, events, activities and services running at St James Gerrards Cross with Fulmer;
- To carry out analysis of data to determine demographics and get feedback on the services we provide;
- To operate the churches website, churchsuite and other electronic platforms in order to deliver the services the individuals have requested.
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

5 What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out legal and compliance obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by the churches (a not-for-profit body with religious aim): -
 - the processing relates only to members, former members or those who have regular contact with the churches in connection with their charitable aims; and
 - there is no disclosure to a third party organisations without consent.

5. 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. We will hold your data on various cloud based electronic platforms who store the data within the EU borders. We will only share your data with third parties outside of the parish with your consent.

The only exception to this will be if we give statutory bodies your data because we are suspect some form of illegal activity or safeguarding issue. For example, fraud, abuse, harm to self or others.

6. How long do we keep your personal data¹?

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 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.

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>

6 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 James Gerrards Cross with Fulmer holds about you;
- The right to request that the PCC of St James Gerrards Cross with Fulmer 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 James Gerrards Cross with Fulmer 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, [*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.

7 Keeping us up to date with your details and contact preferences

Please tell us as soon as any of your contact details change so that we can keep our records up to date.

You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above.

You can unsubscribe from our regular emails at any time by using the 'unsubscribe' or 'change preferences' links on the email you have received.

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 Operations Manager by post or email.

Post should be addressed to:

GDPR Enquiries
Operations Manager
St James Church Office
Gerrards Cross
Buckinghamshire
SL9 7DJ

Emails should be sent to nici.johnson@saintjames.org.uk. Please put GDPR and your name in the subject line.

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.