



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Andrew's, Ombersley

We are The PCC of St Andrew's Ombersley. This privacy policy explains how we use any personal information we collect about you, whether in writing, electronically or when you use this website.

1. How do we process your personal data?

The PCC of St Andrew's, Ombersley complies with its obligations under 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 within the Worcestershire Severn Parishes.
- To administer membership records;
- To fundraise and promote the interests of the church;
- 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 Andrew's;
- 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.

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

- Explicit consent of the data subject (you) 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 obligations 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.

3. 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 only share your data with third parties outside of the parish (the Diocesan office is outside the parish) with your consent. This includes the Parish Administrator of the Worcestershire Severn Parishes.

4. 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 <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

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.

5. Your rights and your personal data

Unless subject to an exemption under 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 Andrew's, Ombersley holds about you;
- The right to request that the PCC of St Andrew's, Ombersley 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 Andrew's, Ombersley 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 your personal data and where possible, to transmit 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 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 Commissioners Office.

6. 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.

7. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org

8. Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Severn Parishes Administrator:

- in writing C/O Churchwarden, Fern House, Main Road, Ombersley WR9 0DS or
- by phoning 01905 622464 or
- via email parishes7@btinternet.com

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.

10. Changes to our Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this page. This policy was last updated on 9 April 2018.