



DATA PRIVACY NOTICE

The Parochial Church Councils (PCCs) of St John's Alsager Bank, St Martin's Talke and St James the Great, Audley

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?

St John's Alsagers Bank, St Martin's Talke and St James Audley form a benefice of parishes ("the Benefice"). The PCCs of the Benefice are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes. Formally "the Benefice" in this Notice is the Vicar and Parochial Church Councils (PCCs), but also includes Office Holders, Curates, Staff team employed by St James Christian Workers Trust (CWT) and any members of staff who process data on its behalf (including our Benefice Administrator).

3. How do we process your personal data?

The PCCs of the Benefice comply with their 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;
- To administer membership records;
- To fundraise and promote the interests of the Benefice (including the use of photographs without names);
- 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 in the Benefice;
- To prevent, detect and prosecute crime (through the St James CCTV system).

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

The personal data held and processed by us is classed as *sensitive* because it relates to 'religious belief', either directly or indirectly. We can maintain and process personal information through several different authorisations:

- Processing is necessary for carrying out obligations under church, 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;
- Explicit consent from the data subject.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Benefice in order to carry out a service to other Benefice members – for example rotas, or for purposes connected with the Benefice.

We will only share your data with third parties outside of the benefice with your consent, or where required to do so by law. This includes public display of the Electoral Roll, which includes names and addresses, for a period before the Annual Parochial Church Meeting, as required by law.

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.ⁱ

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.

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 your personal data which the Church holds about you;
- The right to request that the Church 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 Church 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 applicableⁱⁱ)
- 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 applicableⁱⁱⁱ)
- 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 see a copy of your data, to opt out from communications, or to exercise your other rights, in the first instance please contact Georgie Baldwin, Benefice Administrator on 01782 722 146 or email office@jmj.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.

Accepted by St John's PCC, Alsagers Bank 21st May 2018

Accepted by St Martin's PCC, Talke 14th May 2018

Accepted by St James PCC, Audley 10th May 2018

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ⁱ 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>

ⁱⁱ 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.

ⁱⁱⁱ 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.