



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity, Southchurch

In accordance with the General Data Protection Regulation (GDPR), individuals have a right to be informed about how the church uses any personal data that we hold about them. This privacy notice explains how we collect, store and use your personal data.

The PCC of Holy Trinity Southchurch is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purpose. Personal data relates to a living individual who can be identified from that data.

The PCC of Holy Trinity Southchurch complies with its obligations under the “GDPR” in the following ways:

- 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 measures are in place to protect personal data.

How do we use your data?

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
- To enable us to provide a voluntary service, including the Church’s mission and other charitable activities, for the benefit of the public in a particular geographical area as specified in our constitution;
- 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 Holy Trinity Southchurch;
- To share your contact details with the Diocesan office so they can keep you informed about news and events, activities and services.
- To seek your views and comments

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 of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

- We will seek explicit consent to keep you informed about news, events, activities and services and keep you informed about local church and other diocesan events.
- We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, HMRC and other statutory requirements.
- Where we have PCC employees, we may process information in line with payroll and pension, HMRC, safer recruitment including DBS checks, and other statutory requirements.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers;
- Our agents, servants and contractors. For example, we may ask a commercial provider undertaking work on our behalf to contact you;
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Chelmsford to support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;
- A cloud server for the purpose of remote working or backing up hard drives.
- Other persons or organisations operating within the Diocese of Chelmsford including, where relevant, the Chelmsford Diocesan Board of Education and Subsidiary Bodies;
- On occasion, other churches with which we are carrying out joint events or activities (e.g. The Southend East Mission and Ministry Unit).
- External statutory bodies (police, social care etc) where this is legally required.
- In the event of employee related tasks, payroll, pension and other employment service providers.

How long do we keep your personal data¹?

We keep data in accordance with the guidance from the Church of England [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.

Your rights and your personal data

According to the GDPR (unless subject to an exemption), you have the following rights with respect to your personal data: -

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>. The guide "Keep or Bin: Care of Your Parish Records" refers.

- The right to request a copy of your personal data which the PCC of Holy Trinity Southchurch holds about you;
- The right to request that the PCC of Holy Trinity Southchurch 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 Holy Trinity Southchurch to retain such data;
- The right to withdraw your consent to the processing at any time
- 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.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact any of the Incumbent, Churchwardens or the PCC Secretary on 01702 597596, by email to holytrinitysouthchurch@gmail.com or by post care of The Rectory, 8 Pilgrims Close, Southend on Sea, SS2 4XF

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.

Review

This document will be reviewed by the PCC on an annual basis. Next review: on or about 1 November 2020