

## **Parochial Church Council of St Saviour, St Albans**

### **DATA PRIVACY NOTICE**

The Parochial Church Council (the "PCC") of St Saviour ( the 'Data Controller') is very sensitive to the need to make sure that the 'Personal Data' it holds about members of the Church, or which comes into its possession, is kept securely and is 'processed' only for the purposes for which you provided it. We take steps to ensure that your Personal Data does not fall into the hands of unauthorised, people or organisations. The purpose of this Notice is to let you know about why, and how, we use your Personal Data and what steps we take to ensure that it is safeguarded. The PCC also uses this notice to let you know which specific items of Personal Information we intend to use and for what purpose.

#### **Your 'Personal Data'**

By 'Personal Data' we mean "information that relates to a 'living person' whose identity can be revealed by that information by itself or when combined with other information" which we have access to. This may include your name, address, telephone number and e-mail address or any photographs, films or videos in which you appear.

Your 'Personal Data' will in most cases be treated as strictly confidential and will only be shared with other members of our Church where this is necessary for the effective running of the Church. For example, where you perform a duty on a rota your contact details may be shared with other people on that rota for communication purposes. However where we wish to use your 'Personal data', more widely - such as, for example, photographs, films or videos for the purpose of publicising the activities of the Church we will only do so with your clear and freely given consent.

The PCC is concerned, that, when using your Data for any purpose, it is used "lawfully", (or legally) in compliance with the present law – the General Data Protection Regulation ("GDPR") - or any future law regarding Data Protection.

#### **How do we use your Personal Data?**

The PCC would generally use personal data in our possession, or which we acquire, for one or more of the following purposes: -

- ❖ To provide you, as members of the Church, with information about what is going on in the Parish - such as notices of events, activities and services in St Saviours;
- ❖ To administer our membership records and to maintain our own accounts and records (including the processing of gift aid applications);;
- ❖ To raise funds and promote the interests of the Church;
- ❖ To manage our various routine, activities and duties;
- ❖ To maintain St Saviour's website,
- ❖ To create posters, leaflets and use Social Media in order to publicise services, activities and special events at St Saviours.

This Notice will contain information below about the particular purpose(s) that the PCC proposes to use your Personal Data, and for which use we ask for your consent, or in the case of children under 16 the consent of parents or guardians,

### **Our legal grounds for the processing of your Personal Data**

There are two legal grounds which the PCC has decided to use to justify the lawful use of Personal Data:-

1. The first ground is that you have freely give your explicit consent, in writing, for your Personal Data to be used for a specific stated purpose(s). It can then only be used by the PCC for that purpose(s). [ *Examples of such cases would be where your name, home address and e-mail address are needed to allow us to communicate with you about church matters, or where we wish to use your photograph in the Parish Website or on a poster.*]

If the PCC later wants to use your Data for a different purpose it must state what that new purpose is, and then get your consent for this new purpose.

A point that should be emphasised is that you can refuse to give your consent after considering what the PCC proposes to do with it. The PCC may then not use your Personal data.

2. The second ground is that your Personal Data is needed for one of the "legitimate Interests" of the PCC. These include the various activities necessary for the efficient management of the Church and its activities such as in the above case of publishing duty rotas.

Your consent is not required for the use of your data on the ground of meeting a "legitimate interest". However if you object to it being used in this way then you do have the right to object to the PCC and to ask that your Data be removed.

## **Your rights and your Personal Data**

When you give your consent for the use of your Personal Data it is conditional and there are a number of rights in law that you may exercise, and which affect the use of the Data. These are as follows:

- ❖ The right to request a copy of your personal data held by the PCC.
- ❖ The right to request that the PCC corrects any inaccurate or out-of-date personal data;
- ❖ The right to object to the processing of your personal data where it is being used under the “legitimate interest” ground, and the right to request that it be removed when, for example, you believe that the PCC no longer needs it.
- ❖ The right to withdraw your consent at any time, and the PCC must then stop using your data from that point onwards.
- ❖ The right to data portability. This means that you can request the PCC to provide you with your personal data that it holds and to transmit it to another organisation’s data controller;
- ❖ The right to request that the PCC places a restriction on any further processing where the accuracy of your Personal Data, or the way it is being used or kept, is in dispute;
- ❖ The right to lodge a complaint with the Information Commissioners Office.

## **Sharing your Data**

Except where mentioned above, the PCC in holding your Personal Data, undertakes not to share it with any third party - unless required so to do by Law. In any circumstances where it does share your data with a third party, this will only be done after notifying you of this intent and, where necessary, obtaining your consent.

## **Processing**

The PCC is presently seeking your consent to use ..... [ *Specify which Personal Data*]. The purpose(s) of using this Personal Data is/are .....[*Specify the purpose for which the Personal Data will be used.*]

If we wish to use your personal data for any other purpose not covered by this Data Protection Notice we will provide you with a new notice explaining this new use, and setting out the relevant purpose(s) before we begin to use it for the new purpose. Where necessary, we will seek your prior consent to the new processing.

## **Data Security, destruction of Data and breaches of Data Security**

While your Personal Data is in its possession the PCC is responsible for ensuring that it is protected from loss, misuse, unauthorised access and disclosure. It will

take appropriate measures to ensure that all Personal Data, whether on paper or in digital form, are kept secure and are protected against any unauthorised or unlawful use and to guard against its accidental loss, damage or destruction.

The PCC will ensure that all Personal Data in its possession is accurate and kept up to date, and will take every reasonable step to ensure that inaccurate data is corrected or erased. It will not keep any Personal Data for any longer than is necessary for the purpose for which it was collected, or is required by law. When your Personal Data is destroyed this will be done in a secure way.

Should there be a breach in the security of your Personal Data which would put you at a significant risk then, after it is discovered, the PCC will inform you immediately and will inform the Information Commissioners Office within 72 hours .

### **Contact Details**

To exercise all relevant rights, queries or complaints please contact the PCC Secretary, PCC Secretary, c/o St. Saviour's Vicarage, 25 Sandpit Lane, St Albans, AL1 4DF in the first instance.

You can also 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.