



The Church of St John the Evangelist, Carterton Parochial Church Council

Data Privacy Notice

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").

Who are we?

The PCC of St John the Evangelist, Carterton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The PCC of St John the Evangelist, Carterton 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;
- 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 John'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.

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 keep you informed about Diocesan events;
- Processing is necessary for carrying out legal obligations in relation to gift aid or 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.

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 with your consent.

6 Burford Road, Carterton OX18 3AA

Office Telephone: 01993 846996 / Clergy Mobile: 07504 824822

Email: office@stjohnschurchcarterton.org.uk Website: www.stjohnschurchcarterton.org.uk

Part of the Brize Norton and Carterton Team Ministry in the Diocese of Oxford



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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. 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

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 John the Evangelist, Carterton holds about you;
- The right to request that the PCC of St John the Evangelist, Carterton 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 John the Evangelist, Carterton 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 applicable) [*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 Commissioner’s Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

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Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary at 6 Burford Road, Carterton OX18 3AA or PCC Member with special responsibility for GDPR, Andrew Monkhouse at the same address.

You can contact the Information Commissioner's 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.

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Parochial Church Council

Parish Data and Information Policy Statement

The PCC of St John the Evangelist, Carterton takes the responsibility of how we manage the data and information we hold seriously. We recognise that churches can be complex places where information is held in a number of areas and by a number of people who work or volunteer with us in so many ways.

We will ensure that information we hold is:

- Processed lawfully, fairly and in a transparent manner.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are used.
- Accurate and, where necessary, kept up to date.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Kept securely.

We will ensure that we our policies and practices are regularly reviewed. This will include:

- Ensuring that personal data that is found to be inaccurate is deleted or corrected without delay. All personal data will be periodically checked to make sure that it remains up to date and relevant.
- Our Privacy Notice
- Our Data Sharing agreements
- Seeking appropriate consent when that is required
- Documenting our data/information related activities
- Our contracts with any Data Processors
- Being clear about how people can raise concerns/challenge information we hold.

Signed

for The Incumbent

Date:

Signed

Churchwarden

Date:

Signed

Churchwarden

Date:

This policy is due for review in

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