

THE PAROCHIAL CHURCH COUNCIL (PCC) OF WISLEY WITH PYRFORD

DATA PRIVACY NOTICE – VERSION 2

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 (GDPR).

2. Who are we?

The PCC of Wisley with Pyrford is the Data Controller (contact details below). This means it decides how your Personal Data is processed and for what purposes.

3. How do we process your Personal Data?

The PCC of Wisley with Pyrford 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 within the Parish and in the surrounding area;
- To administer membership records, including newcomers to the Parish;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To inform you of events, activities and services at any location within the Parish and of events, activities and services managed by the Parish at other locations;
- To establish the legal authority for weddings.
- To complete the formal Registers for weddings and baptisms.
- To give us contact details for visiting participants in weddings and baptisms for discipleship purposes.
- To give us contact details for the next of kin of deceased, whose obsequies have been performed by the Parish, for the management of graveyards and for giving Pastoral Care support.

4. What is the legal basis for processing your Personal Data?

- Explicit consent of you, the Data Subject, so that we can keep you informed about news, events, activities and services and so that we can ask you for money;
- Processing is necessary for carrying out legal obligations under laws for income tax, employment, social security or social protection;
- For some activities, our processing of your Personal Data is legal because the PCC is a not-for-profit body with a religious aim and because:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with our religious aims); and
 - there is no disclosure to a Third Party without consent.

5. Sharing your Personal Data.

- The Parish will treat your personal data 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 explicit consent.
- In turn, you are requested to avoid sharing the Personal Data of your Parish friends and of your fellow participants in Parish activities with anyone outside the Parish without their consent.

6. How long do we keep your Personal Data?

We retain:

- Parish Electoral Roll data for two complete 6 year revision cycles.

- Gift Aid declarations and associated paperwork for 6 years after the calendar year to which they relate.
- Parish registers (baptisms, marriages, funerals) permanently.
- Parish Membership Database until departure from the Parish.
- Church Family Directory, which is based on the Parish Membership Database, until departure from the Parish. It is not possible to ensure the destruction of hard copies.
- Payroll details indefinitely.
- Pastoral care needs until the needs are satisfied.
- Identities of participants in Youth Ministry activities for one year.
- Annual activities eg Parish Weekend, Spring Harvest for two years.
- Rotas for ongoing activities (eg coffee shop, home groups, church duties, flower arranging, Help for Others drivers) until your participation has ceased.
- Help for Others beneficiaries until the needs are satisfied.
- Records of benevolence recipients for five years.
- Wedding authority validation documents, as soon as they have been seen.
- Contact details for visiting participants in weddings and baptisms indefinitely.
- Contact details for the next of kin of deceased: indefinitely for graveyard management, two years for Pastoral Care purposes.

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 PCC of Wisley with Pyrford holds about you;
- The right to request that the PCC of Wisley with Pyrford 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 Wisley with Pyrford 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 to transmit that data directly to another Data Controller, (known as the right to data portability). This right applies only where the data has been processed automatically, eg in a computer, and where the processing is based on consent or is necessary for the performance of a contract with the Data Subject.
- 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 the Parish processes your Personal Data without your explicit consent for benevolent purposes – Help for Others, benevolent donations and Pastoral Care, you have the right to object to this processing. However this may well make it difficult for the Parish to maintain its benevolence to you.
- 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 exercise all relevant rights, queries of complaints please in the first instance contact the Parish Operations Manager at the Parish Office, Church of the Good Shepherd, Coldharbour Road, WOKING, GU22 8SP or gdpr@wisleywithpyrford.org. 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, SK9 5AF.