



DATA PRIVACY NOTICE

The Parochial Church Council of the Parish of Bledlow with Saunderton and Horsenden

Princes Risborough Team Ministry

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?

The Parochial Church Council of the Parish of Bledlow with Saunderton and Horsenden (the **PCC**) 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 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: [delete dash]

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- To administer records of church members;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications and the independent examination or audit of our accounts and records);
- To inform you of news, events, activities and services taking place at the three churches in the Parish, as well as news, events and activities relating to the Parish, including the Parish Choir, and news, events and activities in the Aylesbury Deanery and the Oxford Diocese.

4 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 process your gift aid donations.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim as long as:
 - 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.

5 Sharing your personal data

We will treat your personal data as strictly confidential and only share with other members of the

church 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 the Parish with your consent.

6 How long do we keep your personal data?

We keep data in accordance with the guidance in “Keep or Bin: Care of Your Parish Records” , available from the Church of England website¹.

Specifically, we keep electoral roll data while it is still current; Gift Aid declarations and associated paperwork for up to six 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 the personal data that the PCC holds about you;
- The right to request that the PCC corrects any personal data if it is [found to be] inaccurate or out of date;
- The right to request that the PCC erases your personal data if it is no longer necessary for the PCC 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 you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- The right, if there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioner’s 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 or complaints, please, in the first instance, contact the PCC Secretary at cathy@cathylwilcoxtraining.com

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

¹ Details about retention periods are in the Record Management Guides on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>