Data Privacy Notice: 2018

The Parochial Church Council of St Luke’s, Worsbrough Common

## 1: Personal data – what is it?

The processing of personal data is governed by the **General Data Protection Regulation 2016/679** (the GDPR) which applies whether the data is processed manually or by computer. **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

## 2: Who are we?

The **Parochial Church Council of St Luke’s, Worsbrough Common** (the PCC) is the Data Controller. This means that the PCC decides how personal data is collected, stored and processed, and for what purposes.

## 3: How do we keep and process your personal data?

The PCC complies with its obligations under the GDPR by:

* keeping personal data up to date;
* storing and destroying it securely;
* not collecting or retaining excessive amounts of data;
* protecting personal data from loss, misuse, unauthorised access and disclosure; and
* ensuring that appropriate technical measures are in place to protect personal data.

## 4: The PCC uses personal data for the following purposes:

* to enable the PCC and other church members to provide a voluntary service for the benefit of the public within the Parish, and the wider Church of England;
* to manage our employees and volunteers;
* to administer membership records, keep the Parish Electoral Roll and Parish Directory, and maintain lists of other contacts;
* to arrange, prepare for and administer PCC meetings and Annual Parish and Parochial Meetings, and to prepare the Annual Report, including details of PCC members and disclosure of interests;
* to arrange, prepare for and administer the relevant services and to maintain Church Registers of Banns, Weddings, Wedding Blessings, Funerals, Baptisms, Thanksgiving Services, and Confirmations (copies of Wedding Register Entries are communicated to the Local Authority Registrar);
* to arrange Bereavement visits and invitations to Memorial Services, and to maintain contacts with Baptism and Thanksgiving families;
* to maintain the Church Register of Services, keep the Parish Log Book, and Terrier & Inventory;
* to keep a register of Key Holders for Parish Buildings;
* to prepare and communicate Duty Rotas, and limited disclosure of duties to the local press for publication;
* to maintain the PCC’s Financial Accounts and records, including processing donations and applications for Gift Aid;
* to fundraise and promote the interests of the PCC;
* to provide services to Church Members and other individuals;
* to publicise news, events, activities and services at St Luke’s, and across the wider Church;
* to manage bookings for events in Church;
* for Closed Circuit TV systems in Parish buildings, both internal and external;
* to maintain contact details on digital media;
* to maintain records in Accident Report books, as required by the HSE (completed sheets must be kept in a confidential file, for 3 years after the last entry in the relevant book);
* for communicating details of Churchwardens, PCC Officers, Deanery Synod Representatives, Readers and other Church Officers to the Sheffield Diocesan Office, for inclusion in the Diocesan Directory (subject to consent from the individuals concerned), and to receive news of courses, events and activities within the Diocese; and
* in connection with Safeguarding: to interview and seek references for individuals, and to maintain details of individuals and their Disclosure & Barring Service Check reference numbers, and Safeguarding Agreements.

## 5: What is the legal basis for processing personal data?

* Explicit consent of the data subject so that we can keep them informed about news, events, activities and services within the Parish, Mission Partnership and Diocese, and process details of donations, including applications for Gift Aid. Any personal data relating to an individual aged under 16 will only be stored and processed with the explicit consent of their Parent or Guardian.
* Processing is necessary for carrying out obligations 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.

## 6: Sharing personal data

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 church members, or for purposes connected with the church.

## 7: How long do we keep 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 on the Church of England website: <https://www.churchofengland.org/> and search for ‘Keep or Bin’.

*Specifically, we keep basic personal details for as long as they remain relevant; financial details for at least 6 years after the calendar year to which they relate; the Service Register and other parish registers (Baptisms, Marriages, Funerals, Confirmations) and PCC minutes permanently.*

## 8: Data Subject rights and personal data

Data subjects have the following rights, with respect to their personal data:

* to request, without charge, a copy of the personal data which the PCC holds about the Data Subject;
* to request that the PCC corrects any personal data, if it is found to be inaccurate or out of date;
* to request that their personal data is erased, where it is no longer necessary for the PCC to retain such data;
* to withdraw consent to the processing of their data, at any time; and
* to lodge a complaint with the Information Commissioner’s Office (ICO).

## 9: Further processing

If the PCC wishes to use personal data for a new purpose, not covered by this Data Protection Notice, then it will provide 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, it will seek the data subject’s prior consent to the new processing.

## 10: Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact...

**PCC Data Administrator, c/o The Vicarage, 80 Kingwell Road, Worsbrough S70 4HG**

**The Information Commissioner’s Office may be contacted…**

on 0303 123 1113 (local Rate) or 01625 545 745 (National Rate)

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

Their web site is: <https://ico.org.uk/>

Adopted by the PCC of St Luke’s, Worsbrough Common: 4th June 2018 (Version 1.0)