

DATA PRIVACY NOTICE

THE PARISH OF ST STEPHEN'S LINDLEY

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 Parish of St Stephen's Lindley 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 Parish of St Stephen's Lindley 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 of St Stephen's Lindley;
- To administer records of:
 - Clergy;
 - Readers;
 - Pastoral Assistants;
 - PCC Officers;
 - Eucharistic Ministers (who are authorised to assist with the Chalice at Holy Communion);
 - General, Diocesan & Deanery Synod members;
- Fundraise and promote the interests of the Parish;
- Manage our employees and volunteers;

- Maintain our own accounts and records (including the processing of gift aid applications);
- Inform you of news, events, activities and services running either within The Parish of St Stephen's Lindley or further afield through:
 - Mailings (by email and/or hard copy)
 - The Parish Magazine

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 process your gift aid donations and keep you informed about diocesan events;
- 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

5 Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within The Parish of St Stephen's Lindley, in order to carry out a service to other church members or for purposes connected with the Diocese (NB only if you have consented to us sharing your data with Diocese on your form.)

6 How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Save or Delete: the Care of Diocesan Records" which is available from the Church of England website at <https://www.churchofengland.org/sites/default/files/2017-11/Save%20or%20Delete%20-%20The%20Care%20of%20Diocesan%20Records.pdf>

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 Parish of St Stephen's Lindley holds about you;
- The right to request that The Parish of St Stephen's Lindley 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 Parish of St Stephen's Lindley 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).
- 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);
- 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 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.

9 Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Priest-in-Charge of St Stephen's Church Lindley at:

Address: The Vicarage, 2 Lidget Street, Lindley, Huddersfield, HD33JB
Telephone Number: 01484 792017
E mail: abbie.palmer@leeds.anglican.org

Alternatively, you can contact the Information Commissioners Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone Number: 0303 123 1113
E mail: <https://ico.org.uk/global/contact-us/email/>