

DATA PRIVACY AND PROTECTION NOTICE

The Parochial Church Council of Nether with Upper Poppleton

(including All Saints' Church, Upper Poppleton and St Everilda's Church, Nether Poppleton)

The Parochial Church Council of Nether with Upper Poppleton treats the privacy and protection of data in respect of its Users very seriously and we take appropriate security measures to safeguard Users privacy. This policy explains how we protect and manage any personal data and information you share with us and that we hold about you, including how we collect, use, protect and share that data.

1. Who are we?

The Parochial Church Council of Nether with Upper Poppleton, York ('PCC'), which is responsible for All Saints' Church, Upper Poppleton and St Everilda's, Nether Poppleton ('Parish Churches'), is the data controller. This means the PCC decides how your personal data is processed and for what purposes.

2. 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. Personal data includes, but is not limited to, a first and last name, a home or other physical address, a date of birth, an email address or other contact information, whether at home or at work. The processing of personal data is governed by the Data Protection Act of 2018 and subsequent changes (including UK-GDPR), referred to in this document as 'DPA'

3. How do we process your personal data?

The PCC complies with its obligations under DPA 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.

More specifically, in order to maintain confidentiality, we protect Users information with security measures under the laws and standards that apply. We keep computers, electronic files and 'hard copy' documents secure applying controls that are proportionate to the nature of the information. Data will only be accessed via systems that are appropriately password protected and secure. All information and data is stored to enable protection of User's rights. Data and information will not be stored on USB sticks or any easily breached system.

We use your personal data for the following purposes: -

- to enable our function as Parish Churches for the benefit of parishioners, members, others who wish to use our occasional offices and the PCC;
- to administer membership records;
- to fund raise and promote the interests of the Church;
- to manage our volunteers and paid workers;
- to maintain our own accounts and records (including the processing of Gift Aid applications);
- to inform you of news, events, activities and services that we offer;
- to include your details in the 'Gold Pages' Church directory, circulated to Church members;
- 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 occur in the Diocese and in which you may be interested; and
- solely for members of the PCC, to maintain accounts with bankers, investment companies and other suppliers who support the PCC and Parish Churches in an operational capacity.

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 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 religious 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 and 3rd Parties

Your personal data will be treated as strictly confidential and will be shared with other members of our Parish Churches in order to carry out a service to other members or for purposes connected with the PCC and operation of our Parish Churches. We will share your contact details with the Diocese of York, for information directly relevant to the Church role you are undertaking.

Sometimes we need to share User's information with carefully selected 3rd parties (being individuals or organisations, necessary for their support in meeting the aims, objectives, accountability or governance of the PCC and Parish Churches). These parties, in the main, include IT providers to collect, process and store data (e.g. Gmail and lifeeventsdiary / iKnow Church – owned by Edit Websites Ltd), Government departments (e.g. HMRC for Gift Aid processing) and to meet applicable laws and regulations (e.g. Independent Examination). We expect these 3rd parties to have the same levels of information protection that we have. In undertaking the year-end review work, the Independent Examiner may need to consider Gift Aid and other information that may contain personal data. We will only share your data with third parties outside of the Parish with your consent.

6. How long do we keep your personal data?

In general, we endeavour to keep your personal data for no longer than reasonably necessary and adhere to the Church of England guidelines on data retention. This means we delete your personal data when it is no longer needed.

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.

7. Your rights and your personal data

Unless subject to an exemption under DPA, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which 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 your personal data is erased where 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 provides you with your personal data and where possible and applicable, 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.

When a User contacts us to ask about their information, we may ask the User to identify themselves - this is to help protect the User's information. Upon receipt of a User request, we will take appropriate prompt action to meet the User's specific request in a timely and secure manner. We generally will not charge when a User contacts us to ask about their information.

8. Further processing

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

Any individual identifying a breach in respect of this policy should contact a member of the PCC. That individual, with others on the PCC, will implement the processes to identify, report (internally, to ICO within 72 hours as required and to individuals affected), manage and resolve any personal data breaches.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at poppletonparish@gmail.com or at the Parish Office, All Saints' Church Hall, Upper Poppleton, York YO26 6DF.

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, Cheshire. SK9 5AF.