

St Leonard's, Little Downham Ecumenical Church Council (ECC)

Data Privacy Notice

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 controllers' possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?

The Ecumenical Church Council (ECC) of St Leonard's Little Downham is the data controller (contact details below).

3. How do we process your personal data?

The ECC complies with its obligations under the GDPR and DPA 2018 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 meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform services for you, such as baptisms, confirmations, weddings and funerals.
- To deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the public in the parish/benefice.
- To administer records of our office-holders and volunteers.
- To fundraise and promote the interests of the church.
- To maintain our own accounts and records.
- To process any donations that you have made to us (including the processing of Gift Aid information).
- To seek your views or comments.
- To notify you of news, events, activities and services at St Leonard's.

4. What is the legal basis for processing your personal data?

The legal basis for processing varies depending on the purpose:

- Most of our data is processed because it is necessary for our **legitimate interests**, or the legitimate interests of a third party (such as the Ely Diocesan Board of Finance). An example of this would be holding office-holder's personal data to support the day-to-day communications needed to run our church (this applies to roles such as churchwarden and PCC secretary). We will always take into account your interests, rights and freedoms.
- Some of our processing is necessary for compliance with a **legal obligation**. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- We may also process data if it is necessary for the performance of a **contract** with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with a contract for maintenance of our buildings or equipment, or hire of the church community hall.
- For other purposes we will process your data with your explicit **consent**. An example of this would be regular email newsletters providing information about our services and activities in the parish/benefice.

5. Sharing your personal data

Your 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 you or for purposes connected with your role within the church. We will only share your data with third parties or publish your personal data (including your photograph) on our website or social media platforms with your consent.

6. How long do we keep your 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 from the Church of England website¹. 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.

We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete or destroy it when it is no longer needed.

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 ECC holds about you;
- The right to request that the ECC 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 ECC to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controllers 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, 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 Commissioner's Office](#).

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

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 ECC Secretary: stleonardsld.pccsecretary@gmail.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 can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>