

DATA PRIVACY NOTICE

1. Your personal data

Personal data is information about a living person who can be identified from that data. Its use is governed by the General Data Protection Regulation ("GDPR") which took effect on 25 May 2018.

2. Who are we?

The PCC of the Parish of Salisbury St Mark and Laverstock St Andrew ('PCC') (Registered Charity, No 1141301) is the data controller. 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: -

- To administer membership records via 'ChurchSuite' and electoral roll records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running in the parish.

4. 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 keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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. Personal data will be treated as strictly confidential and only be shared with other third parties where it is necessary for the performance of our tasks or where you first give us your prior 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 Records management guides page on the Church of England website. 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 the GDPR, you have the following rights with respect to your personal data: -

- the right to request a copy of any personal data which the PCC holds about you;
- the right to request the PCC to correct any personal data if it is inaccurate or out of date;
- the right to request your personal data is erased where the PCC no longer needs to retain it;
- the right to withdraw your consent to the processing at any time;
- the right to object to the processing of personal data;
- 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, we will provide you with a new notice explaining this new use and 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 our administrator Jane Holme at office@stmarkstandrew.org 07933 952171.

You may contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Approved by the PCC: June 2026