

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Aldates, Oxford

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 PCC of St Aldates, Oxford 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 PCC of St Aldates, Oxford 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;
- To provide pastoral care for members;
- To manage our employees and volunteers;
- To ensure the safeguarding of staff, volunteers and members;
- To maintain our own accounts and financial records, including the processing of Gift Aid applications;
- To inform you of news, events, activities and services running at St Aldates, Oxford;
- To provide services for the benefit of people in the local area;
- To fundraise and promote the interests of St Aldates, Oxford;
- To operate the St Aldates, Oxford website and deliver services requested by individuals;
- To provide contractual services to members and non-members;
- We use CCTV images within and around the church premises for safety and security;

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

We may process your personal data based on any of the following permissible reasons:

- When necessary for compliance with a legal obligation to which we are subject, including pre-wedding identity checks, registers, Electoral Roll, Gift Aid;
- When necessary for carrying out obligations under employment, social security or social protection law, including identify checks;
- When necessary for the performance of a contract with you or to take steps to enter into a contract, including employment contracts and room hire agreements;
- With your explicit consent so that we can keep you informed about news, events, activities and church services;
- As 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

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 other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent, where we are legally required to do so, or when it is necessary for our own operations (e.g. payroll).

We use third party software to carry out our activities, including but not limited to Sage, Donations Co-ordinator, Church Suite and Planning Centre. In certain situations e.g. when requiring technical support for a software problem, it may be necessary to allow these third parties to access our systems. In such cases, we will take appropriate steps to ensure that your data is kept confidential.

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 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; safeguarding documents including registers 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 your personal data which the PCC of St Aldates, Oxford holds about you;
- The right to request that the PCC of St Aldates, Oxford 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 of St Aldates, Oxford 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), (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 Commissioners Office.

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 of complaints please contact the Operations Director through the Parish Office, 40 Pembroke Street, Oxford, OX1 1BP or via office@staldates.org.uk

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.