



Data Privacy Notice

**St Margaret's Durham
PCC**

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 controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (the GDPR).

2. Who are we?

St Margaret's Parochial Church Council ('PCC') 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;
- 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 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;
- To enable us to meet our legal and statutory obligations
- To carry out comprehensive safeguarding procedures in accordance with best safeguarding practice
- To administer records
- To manage our employees and volunteers; • To maintain our own accounts and records;
- To inform people of news, events, activities and services in the Parish or further afield through mailings (by email and/or hard copy).

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

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such the Diocese of Durham). 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, data processing will be required in order to meet our obligations as an Employer, and to meet our safeguarding responsibilities to protect children and adults at risk. Other data is processed where necessary for the performance of a contract, for example in relation to employment of staff and to fulfil our duties to office holders. We will also process your data in order to assist you in fulfilling your role in the church including pastoral and administrative support or if processing is necessary for compliance with a legal obligation. Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details. In some cases, we may seek consent to process your information; in such cases data will only be processed in line with the consent you have provided and this consent may be withdrawn at any time.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared for legitimate purposes. We do not share your personal information with third parties without your consent, unless it is for a legitimate reason as required by law or other legal processes. We never sell your personal information.

6. How long do we keep your personal data?

Data is retained in line with the Diocesan Data Retention Policy which requires data to be deleted once 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 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, where consent has been required, 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.

9. You have the right to 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.

Signed (on behalf of St Margaret's PCC):

Date:

This policy document is based on a template provided by Durham Diocesan Board of Finance, 2022.