



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity, Southchurch

In accordance with the General Data Protection Regulation (GDPR), individuals have a right to be informed about how the church uses any personal data that we hold about them. This privacy notice explains how we collect, store and use your personal data.

The PCC of Holy Trinity Southchurch is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purpose. Personal data relates to a living individual who can be identified from that data.

The PCC of Holy Trinity Southchurch complies with its obligations under the “GDPR” in the following ways:

- 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 measures are in place to protect personal data.

How do we use your data?

- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain the Electoral Roll;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Holy Trinity Southchurch;
- To share your contact details with the Diocesan office so they can keep you informed about news and events, activities and services.

What is the legal basis for processing your personal data?

- Where explicit consent has been given, 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 carried out by the church provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);

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.

How long do we keep your personal data¹?

We keep data in accordance with the guidance from the Church of England [see footnote for link].

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.

Your rights and your personal data

According to the GDPR (unless subject to an exemption), 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 Holy Trinity Southchurch holds about you;
- The right to request that the PCC of Holy Trinity Southchurch 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 Holy Trinity Southchurch to retain such data;
- The right to withdraw your consent to the processing at any time
- 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.

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.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact any of the Rector, Churchwardens or the PCC Secretary on 01702 597596, by email to holytrinitysouthchurch@gmail.com or by post care of The Rectory, 8 Pilgrims Close, Southend on Sea, SS2 4XF

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.

Review

This document will be reviewed by the PCC on an annual basis. Next review: on or about 18 June 2020

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>. The guide "Keep or Bin: Care of Your Parish Records" refers.