

PRIVACY NOTICE (Updated May 2018) **The Parochial Church Council (PCC) of St Mary's, Ferndown**

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 Mary's, Ferndown has overall responsibility for data protection at St Mary's and authorises the delegation of data processing to members of staff and ministry leaders as appropriate for the effective running of the church. These members of staff and ministry leaders are therefore data controllers and are responsible for fulfilling the requirements of the law regarding the secure and appropriate storage, processing, retention and deletion of data.

3. How do we process your personal data?

The PCC of St Mary's, Ferndown 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 manage our employees and volunteers;
- To maintain our accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Mary's, Ferndown;
- To further the work of the mission of the church.

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

- CONSENT - Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations (if applicable).
AND/OR
- LEGITIMATE INTEREST - Processing is carried out by St Mary's Ferndown 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 church ministry leaders for purposes connected with the church and in your best interests. Your data will not be shared with any other third parties without your consent.

St Mary's

Ferndown

Transformation through Jesus

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 or on request from St Mary's Ferndown Church Office.

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 your personal data which the PCC of St Mary's, Ferndown holds about you;
- The right to request that the PCC of St Mary's, Ferndown 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 Mary's, Ferndown 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) [*Only applies where processing is based on legitimate interests*]
- 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

If you have any queries or concerns please contact the Miss Tracey Nicholls (Operations Manager) via The Church Office, St Mary's Church, Church Road, Ferndown, BH22 9EU, email: tnicholls@stmarys-ferndown.org.uk or telephone 01202 897087.

For full details see the Information Commissioners Office website ico.org.uk or call 0303 123 1113

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