

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Mary the Virgin, Ticehurst

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 Vicar and the PCC of St Mary the Virgin, the parish church of Ticehurst, are 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 Vicar and 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 provide pastoral care to our parishioners;
- To enable us to provide a voluntary service for the benefit of the public in or associated with our parish;
- To promote the activities of the parish church, informing individuals of news, events, initiatives and services;
- To enable members/participants in St Mary's groups/rotas to be contacted and contact each other, in the furtherance of their purpose (e.g. Choir, bellringers, coffee rota);
- To inform about diocesan news, events, activities and services that will be occurring in the diocese which may be of interest;
- To operate our website;
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);

4. What is 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 process your gift aid donations and keep you informed about diocesan events.
- Processing is carried out by 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 our purpose); 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.

6. How long do we keep your personal data¹?

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 [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; parish registers (for baptisms, confirmations, marriages, funerals) permanently, and their associated paperwork for the number of years recommended at footnote ¹ below unless agreed otherwise with the data subject.

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 Vicar and PCC of St Mary the Virgin, Ticehurst, holds about you;
- The right to request that any personal data found to be inaccurate or out of date is corrected;
- The right to request your personal data is erased where it is no longer necessary for the data to be retained;
- 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;
- 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 in the first instance contact the Parish Administrator at admin@ticehurstandflimwell.church.

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.

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>