

DATA PROTECTION PRIVACY NOTICE

St Mary's Wythall

This is the privacy statement and data protection policy of St Mary's Church, Wythall. It covers how we will process (use and store) your data, what data we hold, your individual rights and how you can interact with us about your data.

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 2016/679 (the "GDPR").

Who are we?

The PCC of St Mary's Wythall, Registered Charity no. 1132792, is the data controller (contact details below). This includes those employed by, or working as a volunteer on behalf of, St Mary's Wythall.

What are we doing with your data?

We use personal data for the following purposes: -

- To enable us to provide a service for the benefit of the public in the parish of Wythall;
- To enable us to meet legal and statutory obligations including maintaining and publishing our electoral roll in accordance with the Church Representation Rules;
- To organise and perform ecclesiastical services, such as baptisms, confirmations, weddings and funerals;
- To administer membership records;
- To help members grow in the Christian faith and provide pastoral and spiritual care (such as visiting those gravely ill or bereaved) ;
- To comply with and facilitate our comprehensive safeguarding procedures with the aim of ensuring that all children and vulnerable adults are provided with safe environments;
- To fundraise and promote the interests of the charity (PCC of St Mary's Wythall, Registered Charity no. 1132792);
- To process gift aid applications;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform individuals of news, events, activities or services running at, or run by, St Mary's Wythall;

The PCC of St Mary's Wythall seeks to comply 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.

What is our legal basis for processing personal data?

We process data using one of the following legal bases:

- It is necessary for our legitimate interests as a charity and religious organisation (providing these interests are not overridden by the interests, rights or freedoms of the data subject). For example, maintaining membership records, safeguarding our children, recording our financial donations and operating rotas of volunteers. This relates to members, former members or those who have regular contact with St Mary's in connection with our charitable and religious aims. Note that under this legal basis there is no sharing of data with a third party without consent.
- It is necessary for compliance with a legal obligation. (eg. to comply with employment law, to register marriages, or the retaining of safeguarding records). We are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- It is necessary for the performance of a contract, or to provide a direct service. For example, buying tickets for a church event or arranging a baptism.
- As a religious organisation, we are permitted to process information about an individual's religious beliefs to administer membership or contact details.
- With an individual's explicit ('opt-in') consent we can use their data for specific other purposes such as keeping non-members up to date with news and upcoming events at St Mary's. Consent can be withdrawn at any time by contacting the Church Office.

Personal data not obtained directly from the data subject

If the personal data is not obtained directly from you as the data subject, we as the data controller need to provide you with the following information within 1 month of having received your data: -

- The categories of the personal data being processed
- The source from where the personal data originates and whether it came from publicly accessible sources

Sharing your personal data

Personal data will be treated as strictly confidential, and will be shared only with St Mary's staff, and St Mary's volunteers where this is necessary, to fulfil the purpose of collecting the data. We will only share your data with third parties outside of the parish with your consent or where this is a compulsory requirement (examples of this would be safeguarding or the registration of marriages). We will only share your data on our congregation contact list, available to the congregation, with your explicit consent.

How long do we keep your personal data?

We keep personal data for no longer than reasonably necessary. We keep the data while the purpose for which it was collected is ongoing. We keep financial records for 7 years and some safeguarding records and registers, indefinitely. Our guidelines for reference are in section 8 of the

document 'Parish Records: Keep or Bin' which is available from the church office or can be viewed online at https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

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 Wythall holds about you;
- The right to request that the PCC of St Mary's Wythall 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 PCC of St Mary's Wythall to retain such data;
- The right to withdraw your consent to the processing at any time, if consent is relied upon as a processing condition
- The right to request that the data controller provide the data subject with his/her personal data
- 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.

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

If you have any questions or concerns, or to exercise all relevant rights, please in the first instance contact the Church Administrator at St Mary's Church, Shawhurst Lane, Hollywood, Birmingham B47 5JN

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.

This document was produced using guidelines from The Church of England (Parish Resources) and UCAN (the UK Church Administrator Network) April 2018

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