

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of: St Luke's Church, Stoke Hammond

### 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 Luke's Church, Stoke Hammond is 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 PCC of St Luke's Church, Stoke Hammond 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.

Your personal data may be used for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our volunteers and rota system;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services held at St Luke's Church and the other three churches across the Benefice;
- To inform and promote activities and services through the website for the Benefice of the Brickhills and Stoke Hammond:- [www.brickhillschurches.org.uk](http://www.brickhillschurches.org.uk)

### 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 benefice and diocesan events.

### 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 or the other three churches in the benefice. Your data will only be shared with third parties outside of the benefice with your consent.

The PCC is mindful of the GDPR rules for taking and displaying photographs and will obtain consent to display pictures which contain special category data where necessary.

## **6. How long do we keep your personal data<sup>1</sup>?**

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; 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 Luke’s Church, Stoke Hammond holds about you;
- The right to request that the PCC of St Luke’s Church, Stoke Hammond 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 Luke’s Church, Stoke Hammond 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 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 PCC Secretary on 01525 270404 or via e-mail [hmt404@hotmail.co.uk](mailto:hmt404@hotmail.co.uk) or at Maples, Church Rd, Stoke Hammond, Milton Keynes, MK17 9BP.

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.

**DATED:- 25th September 2018**

**DISPLAYED IN THE CHURCH PORCH AND POSTED IN THE “Stoke Hammond” SECTION OF THE BENEFICE WEBSITE:- [www.brickhillchurches.org.uk](http://www.brickhillchurches.org.uk)**

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<sup>1</sup> 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>