

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St John's Egham

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 John's Egham 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 John's Egham 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 (4b, 4e)
- To update parish registers (4b)
- To fundraise and promote the interests of the charity to church members (4e)
- To manage our employees and volunteers (4c, 4e)
- To maintain our own accounts and records, including the processing of gift aid applications (4b,4e)
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested (4a)
- To ensure the safety of children and vulnerable adults (4d)
- To allow church members to keep in contact with one another via the web-site or other mailing lists (4a)

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

- a) Your explicit consent
- b) Processing is necessary for carrying out legal obligations
- c) Processing is necessary for the performance of a contract with yourself
- d) Processing is necessary to protect the vital interests of yourself or another person
- e) Processing is necessary for the purposes of legitimate interests by the controller or a third party, except where such interests are overridden by your interests, rights or freedoms.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared as required by law, with other members of the church in order to carry out a service or for purposes

connected with the church. We will only share your data with third parties to facilitate financial transactions or 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, and a previous copy so that we can answer queries about church membership dates; 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) and safeguarding information 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 John’s Egham holds about you;
- The right to request that the PCC of St John’s Egham 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 John’s Egham to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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 (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 necessary, we will seek your prior consent to the new processing.

9. Contact Details

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>

To exercise all relevant rights, queries or complaints please in the first instance contact St John's Church Office, Easter Centre, Manor Farm Lane, Egham TW20 9HR, phone 01784 605400, email office@stjohnsegham.com.