

# **St Mary & St George Church**

## **General Data Privacy Notice**

**The Parochial Church Council (PCC) of St Mary & St George, High Wycombe**

### **General Data Protection Regulation (GDPR) 25th May 2018**

The General Data Protection Regulation replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection as to how their personal data is used by organisations.

The information you provide will be held under the General Data Protection Regulation (GDPR) 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who has a connection with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use the information you give us. If your questions are not fully answered by the information below, please contact us.

By providing your personal details you agree to allow St Mary & St George Church to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will only share your data with third parties outside of the parish with your consent.

### **Who are we?**

The PCC of St Mary & St George Church is the data controller. This means it decides how your personal data is processed and used.

### **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).

### **How do we process your Personal Data?**

The PCC of St Mary & St George, 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 comply with Diocesan requirements regarding attendance figures and statistics

- For health and safety and safeguarding purposes in accordance with our legal obligations and Diocesan best practice guidelines
- To inform you of news, events, activities and services running at St Mary & St George Church
- To fundraise and promote the interests of St Mary & St George Church, charities and causes it supports and the wider church
- To maintain our own accounts and records (including the processing of gift aid applications and standing orders)
- To operate the St Mary & St George website in order to provide you with the information you require
- To manage our Clergy, employees and volunteers
- To enable our teams to operate and team members to liaise with each other
- To enable us to carry out our ministry activities including weddings, funerals and baptisms/thanksgivings
- To enable us to provide pastoral care and keep records of pastoral meetings
  - *Members should notify the church as soon as any of their contact details change so that records can be kept up to date*
  - *Members reserve the right to change the way they are contacted at any time or the nature of the material they receive, simply by contacting the Church Office*

### **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*, *The Oxford Diocese Safeguarding Handbook* and in *Safeguarding Records: Practice Guidance* which are available from the Church of England website

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; Safeguarding Records for fifty years; and Parish Registers (baptisms, marriages, funerals) permanently.

We use the Church Suite platform to store and manage personal data. Church Suite requires users to explicitly grant consent and gives users control over how their data is used – allowing them to change their preferences at any time. Church Suite is secure, and administrative access is restricted to staff and office-holders only.

### **Your Rights & Your Personal Data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right of access to your personal data which St Mary & St George holds about you.
- The right to be forgotten (erasure)- to request your personal data is erased where it is no longer necessary for the PCC of St Mary & St George to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to rectification (correction) - to request that the PCC of St Mary & St George corrects any personal data if it is found to be inaccurate or out of date.
- The right to data portability - request that the data controller provide the data subject with his/her 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 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

### **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**

To exercise all relevant rights, queries of complaints please in the first instance contact the **Church Manager at St Mary & St George** at [hello@smgchurch.co.uk](mailto:hello@smgchurch.co.uk)

Joy Bennett is the Church Manager, and the Data Protection Officer.

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.

### **Notes:**

A 'member' is defined as anyone attending St Mary & St George and is not restricted to those listed on the electoral roll.

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-](https://www.churchofengland.org/more/libraries-and-archives/records-management-guides)

[archives/records-management-guides](https://www.churchofengland.org/more/libraries-and-archives/records-management-guides) and in the Safeguarding Good Practice Guidelines