



# Data Privacy Notice Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy controls Data Privacy Notifications at church. This policy may be distributed on demand.

#### Personal Data

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 (GDPR).

### Reference Documents

The Data Protection Act 2018

"Keep or Bin: Care of Your Parish Records" (Available from Church of England Webpage)

### Procedure

#### How do we Process your Personal Data

The PCC of All Saints' Church, Walsoken complies with its obligations under "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.

#### Personal Data is used for the Following Purposes

- 1) To enable us to provide a voluntary service for the benefit of those in our parish.
- 2) To administer the electoral roll.
- 3) To fundraise and promote the interests of the charity.
- 4) To manage our congregation and volunteers.
- 5) To maintain our own accounts and records (including the processing of gift aid applications).
- 6) To inform you of news, events, activities and services running at All Saints' Church, Walsoken.

#### The Legal Basis for Processing your Personal Data

- 1) We need explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- 2) Processing is necessary for carrying out legal obligations in relation to Gift Aid.
- 3) Processing is carried out by church as a not-for-profit body.
  - a. The processing relates only to congregation members or former congregation members.
  - b. There is no disclosure to a third party without consent.

#### Sharing Personal Data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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.

#### Retention of Personal Data

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. 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.

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## All Saints' Church – Walsoken

### Individual Rights and Personal Data

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

- 1) The right to request a copy of your personal data which the PCC of All Saints' Church, Walsoken holds about you
- 2) The right to request that the PCC of All Saints' Church, Walsoken corrects any personal data if it is found to be inaccurate or out of date
- 3) The right to request your personal data is erased where it is no longer necessary for the PCC of All Saints' Church, Walsoken to retain such data
- 4) The right to withdraw your consent to the processing at any time.
- 5) The right to request that the data controller provides 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).
- 6) 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.
- 7) The right to object to the processing of personal data.
- 8) The right to lodge a complaint with the Information Commissioners Office.

### Further Processing

If your personal data is to be used 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 or complaints please in the first instance contact All Saints', Walsoken PCC by email [walsoken.church@aol.com](mailto:walsoken.church@aol.com)

## Forms

None

## Diagrams

None

## Appendices

### Appendix 1. Web Page Privacy Notice

There is an abridged version of a privacy notice on our webpage. As.

### Purpose of this Privacy Notice

This privacy notice aims to give you information on how All Saints' Church, Walsoken in Great Britain collects and processes your personal data which either you provide to us, or we obtain and hold about you and include any data you may provide.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or dealing with personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### Data Controllers

All Saints Church, Walsoken is a Church of England church. This privacy notice is issued on behalf of All Saints' Church, Walsoken in Great Britain and when we mention, "we", "us" or "our" in this privacy notice, we are referring to All Saints' Church, Walsoken.

Our Safeguarding Officer is the data controller and responsible for data protection matters concerning safeguarding. Webmaster is the data controller and responsible for general data protection issues arising in respect of day to day matters such as lists of members.

When we mention the controller, we mean the relevant controller.

# Data Privacy Notice Policy

## All Saints' Church – Walsoken

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the relevant controller.

### Contact Details

The data controller for matters relating to safeguarding is.

Christine Newman

Tel: 01945 880846

Email: [chrissiejane1947@sky.com](mailto:chrissiejane1947@sky.com)

The data controller for routine, day to day data protection matters is.

Bob Cox

Tel: 07485 515284

Email: [bobcox13013@aol.com](mailto:bobcox13013@aol.com)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### CHANGES TO THE PRIVACY NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

We have the right to update and amend the provisions of this notice to ensure continual compliance with data protection legislation. We will notify appropriate persons of any updates to any supplemental and applicable supplemental privacy notices and provide a hard copy if practical. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with All Saints' Church, Walsoken.

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.