

The Parochial Church Council (PCC) of Holy Trinity, Hazlemere

DATA PRIVACY NOTICE

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')¹.

2. Who are we?

The PCC of Holy Trinity, Hazlemere 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 Holy Trinity, Hazlemere 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: -

- Keeping records of those who attend services and events at Hazlemere Church², in order to assist with the running of the Parish and the provision of services to the community

¹ At the time of going to press the new Data Protection Bill, which incorporates the GDPR into national law, has started its journey through parliament. The final form of this legislation is not yet known. We have therefore referred to the GDPR as the relevant legislation.

² Hazlemere Church includes Holy Trinity Church Hazlemere, Church of the Good Shepherd, Widmer End and Manor Farm Community Church

- To administer membership³ 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 Hazlemere Church
- To fundraise and promote the interests of Hazlemere 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 Hazlemere Church 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 contact individuals via surveys to conduct research about their opinion of current services or potential new services that may be offered
- To enable us to carry out our ministry activities including weddings, funerals and baptisms/thanksgivings
- To enable Hazlemere Church to engage with service providers, contractors and community organisations
- To enable us to provide pastoral care and keep records of pastoral meetings as necessary
- 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;

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 relating to Hazlemere Church and charities and causes which it supports, process your gift aid donations and keep you informed about wider church events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement or contract;
- To enable to Hazlemere Church to exercise its legal powers and its public functions.
- To enable us to protect the vital interests (eg of the data subject)
- Processing is necessary for the legitimate interests of Hazlemere Church PCC in carrying out its main business, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-

³ A 'member' is defined as anyone attending Hazlemere Church and is not restricted to those listed on the electoral roll.

- the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
- there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Holy Trinity Church, Hazlemere in order 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.

We will not use photographs or images on social media or for publicity without your express consent.

6. How long do we keep your personal data⁴?

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 [see footnote for links]

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 50 years 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 Holy Trinity, Hazlemere holds about you;

⁴ 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> and in the Safeguarding Good Practice Guidelines <http://www.oxford.anglican.org/mission-ministry/safeguarding/>

- The right to request that the PCC of Holy Trinity, Hazlemere 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 Holy Trinity, Hazlemere 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 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, 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 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 / Parish Administrator at ht.office@hazlemere.org

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.