

Data Privacy Notice for St Martin's Stockport

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 (GDPR).

Who are we?

The PCC and the Curate-in-Charge of St Martin's Stockport are each data controllers. This means they decide how your personal data is processed and for what purposes.

How do we process your personal data?

The PCC and the Curate-in-Charge of St Martin's Stockport are committed to fulfilling their obligations under GDPR in the following ways: by keeping personal data up-to-date; by storing and destroying it securely; by protecting 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 of groups and committees;
- ◆ to provide pastoral care to our parishioners and members;
- ◆ to manage our employees and volunteers;
- ◆ to maintain our own accounts and records (including the processing of gift aid applications);
- ◆ to inform you of news, events, activities and services running at St Martin's and elsewhere that we consider may be of interest to you;
- ◆ to operate the church website;
- ◆ to organise events hosted by St Martin's (which may or may not be located within the church buildings or grounds);
- ◆ to fundraise and promote the interests of St Martin's;
- ◆ to exercise statutory, government or other public function, e.g. the registrations of marriages, baptisms and funerals, and the administering of the Electoral Roll;
- ◆ to enable us to provide services for the benefit of parishioners and others in the local area.

What is the legal basis for processing your personal data?

We process your personal data for the following permissible reasons:

- ◆ legal obligation. This applies to data which we are required (either by common law or by statute) to process, including DBS checks and Gift Aid forms.
- ◆ contract. This applies to data which we must process in order to fulfil a contract, such as if an individual or a group wished to hire the church building.
- ◆ public tasks. This applies to registers of marriages, baptisms and funerals, which we are required to collect for legal and archival purposes.
- ◆ legitimate interests. This applies when you contact us about something relating to St Martin's – we will process your data in order for us to respond to your query.
- ◆ consent. This applies when you have given us your free and explicit consent to being kept informed of news, events, activities and services relating to St Martin's, and/or when you wish to be part of the church family database.
- ◆ vital interests. We sincerely hope we never need to process data on this basis. It allows us to process someone's data in order to save their life (for instance, to inform

medical staff of an allergy or other medical condition) when the individual is incapable of doing so.

Sharing your personal data

Your personal data will be treated as strictly confidential and will not ordinarily be shared with anyone at St Martin's who is not a member of staff (unless it is necessary it is necessary to save your life – see vital interests above). We will not pass your data to other organisations or individuals unless any of the following applies: we receive your free and explicit consent to do so; we are legally obliged to do so (for instance, with data required by HMRC); or we are required to do so in order to carry out operations which are necessary to the running of St Martin's (such as payroll, data storage or mailings). We will only pass your data onto outside organisations or individuals (e.g. for payroll, data storage and mailings) where we are confident that it will be used solely for the purpose for which it has been supplied, will not be passed on without our express permission, and will be held securely and deleted after the necessary retention period.

How do we keep your personal data?

We keep data in accordance with **the guidance set out by the Church of England**. Details about retention periods can currently be found in the **Record Management Guides** located on the Church of England website.

Your rights and your personal data

Unless subject to an exemption under 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 and Curate-in-Charge of St Martin's holds about you;
- ◆ The right to request that the PCC and the Curate-in-Charge of St Martin's correct 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 either the PCC or the Curate-in-Charge of St Martin's to retain such data;
- ◆ The right to withdraw a previously-given consent to your data being processed;
- ◆ 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);
- ◆ 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);
- ◆ The right to lodge a complaint with the Information Commissioners Office.

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 or complaints, please in the first instance contact the Church Office at office@stms.org.uk

You can contact the Information Commissioners' Office on 0303 123 1113 or via **email**.