

DATA PRIVACY NOTICE

**The Parochial Church Council (PCC) of St Martin's,
Norris Bank**



ST MARTIN'S
STOCKPORT
—
HEATON NORRIS

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 and the incumbent of St Martin's, Norris Bank are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC and incumbent of St Martin's, Norris Bank 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 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 declarations);
- To inform you of news, events, activities and services running at St Martin's and elsewhere which we consider may be of interest to you;
- To fundraise and promote the interests of St Martin's;
- To organise events hosted by St Martin's (which may or may not be held on the church grounds);
- To exercise statutory, government or other public function, e.g. the registerings of marriages, baptisms and funerals, and the administering of the Electoral Roll;
- To lease the church building and hall under contractual obligations.

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

We process your personal data for the following permissible reasons:

- With your explicit consent so that we can keep you informed about news, events, activities and services relating to St Martin's via our Mailchimp newsletter, and/or to when you wish to be on the church family database on Churchsuite.
- By legal obligation in relation to data which we are required (under by Common Law or statute) to process, including Gift Aid, DBS checks, and under employment law.
- To fulfil a contract, such as the leasing of the church building or hall.

- For public tasks, particularly the registers of marriages, baptisms and funerals, which we are required to collect for legal and archival purposes.
- For reasons of legitimate interest, 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.
- For vital interest, so that we can 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.

5. 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 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.

6. 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" 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.

We review your consent to have your details stored on our Churchsuite and Mailchimp databases every five years.

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 and incumbent of St Martin's holds about you;
- The right to request that the PCC and incumbent of St Martin's 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 or incumbent of St Martin's 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 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.
- 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.

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 or complaints please in the first instance contact the PCC Secretary at bethan@stms.org.uk.

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.