

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) and Priest in Charge of The Marshland Benefice All Saints Adlingfleet, St Bartholomew Eastoft, St Margaret Swinefleet, St Mary Magdalene Whitgift

The PCC and Priest in Charge of **The Marshland Benefice** are committed to being transparent about how they collect and use personal data and to meeting their data protection obligations.

What is 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 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 (2016/679 EU).

Who are we?

This Privacy Notice is provided to you by the Priest in charge and PCCs of **The Marshland Benefice** which are the data controllers for your data. This means they decide how your personal data is processed and for what purposes.

What information do we collect?

The PCCs and Priest in Charge collect and process a range of information about you.

Depending on your connection with the church, this will include some or all of the following:

- your name, title, address and contact details, including email address and telephone number
- demographic information such as gender, age, date of birth, marital status, nationality, education, work histories, academic professional qualifications, hobbies, family composition and dependents:
- information about your next of kin, dependents and emergency contacts;
- information about your criminal record;
- details of voluntary activities you undertake at our churches.
- information about medical or health conditions, including whether or not you have a disability for which the PCC needs to make reasonable adjustments;
- bank details and gift aid declarations
- information provided in relation to weddings, baptisms and funerals
- information to help provide adequate pastoral care when needed

The PCCs and Priest in Charge may collect this information in a variety of ways

- by speaking to you or someone who knows you well on the phone or in person (for example when you book a wedding or baptism)
- by email (for example when you book a wedding or baptism)
- when you complete a form (for example to stand for election to PCC membership, or apply to be on the electoral roll, or apply to place a memorial in a churchyard)

How do we process your personal data?

The PCCs and Priest in Charge of The Marshland Benefice comply with their obligations under the General Data Protection Regulation (GDPR) by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data

Why do the PCCs and Priest in Charge of The Marshland Benefice process personal data?

We use your personal data for the following purposes:-

- To enable us to meet all legal and statutory obligations which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules;
- To carry out comprehensive safeguarding procedures
- To minister to parishioners and provide pastoral and spiritual care
- To organise and perform ecclesiastical services such as baptisms, confirmations, weddings and funerals
- To deliver the Church's mission to our community and to provide voluntary or charitable activities for the benefit of members of the community in the geographic area covered by the parish;
- To administer records of the members of the church
- To fundraise and promote the interests of the church and the charity
- To manage our volunteers
- To maintain our own accounts and records (including the processing of donations and gift aid applications)
- To inform you of news, events, activities and services running at Marshland Churches and changes to those activities.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals or other fundraising activities.
- 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 occurring in the diocese and in which you may be interested
- To process a grant or application for a role

The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be an indicator of your religious beliefs.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. An example of this is safeguarding to protect children and adults at risk

Some processing is necessary for compliance with a legal obligation. For example, administering and publishing the electoral roll

Religious organisations are permitted to process information about religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use: for example, your explicit consent so that we can keep you informed about news, events, activities and services in the parish and keep you informed about diocesan events.

Who has access to your data?

Your personal data will be treated as strictly confidential and will only be shared with others connected to the church for purposes related to church activities or in order to carry out a service to others connected to the church (for example, if you are on a rota to look after an aspect of church life, such as Thursday morning opening, your phone number may be shared with others on the rota to facilitate this). When there is a legitimate purpose or legal obligations or consent, your data will be shared with the Diocesan office. We will only share your data with third parties outside of the parish where it is necessary for the performance of our tasks or with your consent.

The parish may also share your data with third parties in the context of transfer of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

The parish will not transfer your data to countries outside the European Economic Area.

How do the PCCs and Priest in Charge of The Marshland Benefice protect data?

The PCCs and Priest in Charge of The Marshland Benefice take the security of your data seriously. Data will be stored in a range of different places, appropriate to the nature of the data. The PCCs and Priest in Charge of The Marshland Benefice have internal practices in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its office holders, employees and volunteers in the performance of their duties.

Where the PCCs and Priest in Charge of The Marshland Benefice engage third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long do the PCCs and Priest in Charge of The Marshland Benefice keep 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.

Your rights

Unless subject to an exemption under the GDPR, you have the following rights as a data subject. You can:

- request a copy of the personal data which the PCCs or Priest in Charge of The Marshland Benefice hold about you;
- request that the PCCs or Priest in Charge of The Marshland Benefice correct any personal data if it is found to be inaccurate or out of date;
- request your personal data is erased where it is no longer necessary for the PCCs and Priest in Charge of The Marshland Benefice
- withdraw your consent to the processing at any time if the PCCs and Priest in Charge of The Marshland Benefice are relying on consent as the legal ground for processing;
- 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. *(This 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).*
- request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data,
- object to the processing of your data [*This 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*]
- lodge a complaint with the Information Commissioners Office.

If you would like to exercise any of these rights, please contact **the Reverend Justine Smith, Priest in Charge of the Marshland Benefice, 01405 704626 justine.smith@sheffield.anglican.org** who will act on your request or pass it to the relevant PCC member.

If you believe that the PCCs or Priest in Charge of The Marshland Benefice have not complied with your data protection rights, you can complain to the Information Commissioner, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone number 0303 123 1113.

Further processing

Where the PCCs or Priest in Charge of The Marshland Benefice need to process existing personal data for a new purpose not covered by this Data Privacy Notice, then before commencing processing we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.