**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of The Parish of Bampton with Clanfield**

**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”) and UK-GDPR.

**2. Who are we?**

The PCC of The Parish of Bampton with Clanfield (in this document referred to as the PCC) 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 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. The PCC has approved a GDPR Policy that supports this statement.

We use your personal data for the following purposes: -

* To enable us to provide information to individual members of the Parish who have provided us with their data
* To administer membership records, (ie the electoral role);
* To fundraise and promote the interests of the Church via the PCC
* 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 in the Parish;
* 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?**

* We are legally bound by the regulation of the GDPR and have a policy in place to ensure that these regulations are followed
* We will obtain 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.
* Processing of the data will be within the rules of GDPR and in line with the PCC Data protection Policy, this includes that which is necessary to carry out our legal obligations e.g. example in relation to Gift Aid and employment law.
* There will be on disclosure of data subject information to a third party without consent, except when there is a legal requirement to share data

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

**6. How long do we keep your personal data[[1]](#footnote-2)?**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 [see footnote for link].

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.

**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 holds about you;
* The right to request that the PCC 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 to retain such data;
* The right to withdraw your consent to the holding or processing of your data 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)
* 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 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**

Please direct any queries or complaints in relation to the use of your data to either the PCC Secretary Liz Stevens liz.stevens@talktalk.net or Parish Administrator Janet Rouse bamptonwithclanfield@outlook.com.

It is your legal right to 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.

1. 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> [↑](#footnote-ref-2)