



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) and the Incumbent of All Saints Church, Crowborough.

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 incumbent of All Saints, Crowborough (the "PCC") 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 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 enable us to provide voluntary services for the benefit of the public;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- 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 All Saints and St Richard's;
- To seek your opinions on matters affecting All Saints or St Richard's;
- To provide pastoral care to our parishioners;
- To facilitate prayer;
- In order to support the NHS Test and Trace programme, we are taking contact details for all visitors, as well as recording times of attendance.

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, services, prayer requests, etc.
- Processing relating to requests you have made (e.g. to book church facilities, organise a wedding, attend an event).
- Processing as necessary for carrying out obligations under employment, social security, taxation or social protection law.
- Processing is carried out by us as a not-for-profit body with a religious aim, provided:
 - 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.
- Processing relates to personal data manifestly made public by the data subject.
- Processing is necessary for the legitimate interests of the data controller (e.g. processing gift aid applications), except where such interests are overridden by the interests, rights or freedoms of the data subject.
- In order to support the NHS Test and Trace programme.

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, for purposes connected with the church.
- We will share your details with NHS Test and Trace, if asked, in the event that it is needed to help stop the spread of coronavirus.
- Otherwise we will not share your data with third parties outside of the parish, unless requested by you to do so.

6. How long do we keep your personal data¹?

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, Gift Aid declarations and associated paperwork for up to twelve years after the calendar year to which they relate; parish registers (baptisms, marriages, funerals) permanently and information relating to safeguarding requirements for fifty years.

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>

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 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.
- 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 Commissioner's 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 Church Administrator at the Office, All Saints Church, Church Road, Crowborough, TN6 1ED. Email: adminstrator@allsaintscrowboroug.org.

You can contact the Information Commissioner's 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.

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