



DATA PRIVACY NOTICE 2018

Personal data is any information relating to an identified living person or the data subject. 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").

Christ Church Parochial Church Council is responsible for data protection and privacy matters. They are data controllers and decide how your data is processed.

Data Processing in Christ Church Dore follows the GDPR principles here:

- With your help we keep personal data up to date.
- Your personal data is kept secure both in storage and when it is destroyed
- We do not collect or retain excessive amounts of data.
- We protect personal data from loss, misuse, unauthorised access and disclosure.
- We ensure that appropriate technical measures are in place to protect personal data.
- We ensure that relevant staff and members of the Church are aware of the Law

Christ Church uses your personal data to:

- Inform you of news and events within the Church and wider Christian community
- Enable planning and delivery of church services
- To administer the electoral roll or membership of the Church
- Maintain staff records including Disclosure and Barring Service (DBS) lists of names with certificate numbers
- Fundraise in order to maintain the church, its staff and give to other parishes in Sheffield Diocese.
- Manage housegroups who meet outside of church
- Administer the Parochial Church Council (PCC) and its subcommittees
- Maintain our accounts including the processing of Gift Aid claims
- Arrange baptisms, marriages, funerals, banns and confirmations
- Administer pastoral visits
- Bell Tower ringing registration
- Contact details on website includes officers and mission partners details

Legal basis for processing your personal data

GDPR states that

- There should be explicit consent of the data subject so that we can keep you informed about news, events, activities and fundraising.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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.

Sharing your personal data

We will not share your personal data outside of Christ Church without your informed and explicit consent.

However there are some third parties Christ Church has to share data with by Law. Examples of this are:

- HMRC for Gift Aid and
- Social Services and or the Police for some Safeguarding incidents.

Christ Church backs up all data in the Parish Office and this includes personal data on Google Drive. Please consult the Google privacy statement for further detail at <https://policies.google.com/privacy?hl=en-GB&gl=uk>

Retention time for personal data

We ask you to inform us if you no longer wish us to have or process your personal data or if your personal data changes. We ask you to work with us on this as we are a small organisation and will have limited capacity to review our data.

We follow the Church of England guidance on retention of data which can be found in the publication “ Keep or bin ...? (2009) and in our full data protection policy. Further information can be obtained by contacting our **Data Protection Officer** who can be contacted through the Parish Office on 0114 236 3335 or via e-mail office@dorechurch.org.uk

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 Christ Church Dore holds about you.
- The right to request that Christ Church Dore 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 Christ Church Dore 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 Commissioners Office. 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.

Christ Church Dore Data Protection Officer is Andy Bush

They can be contacted through the Parish Office 0114 236 3335

office@dorechurch.org.uk