

## Data Privacy Notice

### The Parochial Church Council (PCC) Of The Ecclesiastical Parish Of St Nicholas and All Saint's Worcester with St Helen

#### 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 Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (GDPR).

#### 2. Who are we?

The PCC of All Saints Worcester being legal trustees, as well as Rev Dr Rich Johnson as incumbent are the data controllers (contact details below) who own and manage the processing of your personal data, and for what purposes.

#### 3. How do we process your personal data?

The PCC of All Saints Worcester complies with its obligations under 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 a voluntary service for the benefit of the public in a particular geographical area as well as wider online community;
- 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 Worcester;
- To support the needs of the All Saints community through Pastoral and Practical Care.

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

Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

There are various scenarios identified as lawful under which we may use your information:

Consent applies:

- Explicit consent given from you, the data subject, when filling in a Welcome Card or Connect form, as well as subscribing to mail lists. This could include church news, prayer emails,

pastoral care and process your (gift aid) donations and keep you informed about relevant diocesan and wider church and community events,

- Children and Youth activities, events, gatherings and services provided, including online gatherings, services and events.
- Use of still and video images for the use of marketing and advertising,
- You can withdraw your consent at any time.

#### Legitimate Interest:

- Where we maintain and process information about our members, former members and those who are in regular contact with us.
- When you sign up to become a member of the electoral roll for All Saints Worcester.
- Where you sign up for an event or group run by the church and we communicate with you about that event or group.
- Where you have contacted us independently for information about the church. In this context we will only use your contact details to respond to your enquiry unless you explicitly consent for us to use your information for another purpose.
- Where the public comment on our open online forums
- Where we need to communicate with you about: -
  - Church news, events, course, services and ministries
  - A public-interest matter, for example to let you know if an event is cancelled due to bad weather
  - A ministry or group that you are involved in as part of a serving team
  - For good governance and accounting, for planning, analysis and developing new ministries and initiatives.

#### Vital Interest:

CCTV is in operation at the site of St Helen's church and St Helen's Church House, being the church office, in the interests of public safety and crime prevention. For further information, please refer to the All Saints Worcester CCTV policy.

#### Legal Obligation:

- When you exercise your rights under data protection law and related disclosures.
- Where we are required to maintain and report financial/accounting information for up to six years from the end of the tax year in which a financial transaction was processed. This would typically be in respect of donations you may make to the church, or ticket payments for certain events or courses run by the church.
- Where we are required to maintain attendance records at groups or events for safeguarding purposes as well as health and safety.
- To comply with the safeguarding policy and procedures adopted by the PCC of All Saints Worcester.
- For carrying out obligations under employment, social security or social protection law, or a collective agreement

## 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 legitimate 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 or under legal obligation as identified.

## 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 (see footnote<sup>1</sup>)

Specifically, we retain electoral roll data and contact details of attendees 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 to which the PCC of All Saints Worcester holds about you;
- The right to request that the PCC of All Saints Worcester 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 of All Saints Worcester 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.

## 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 of complaints, please in the first instance contact the PCC Secretary / Operations Manager at the parish church office:

e: [office@allsaintsworcester.org.uk](mailto:office@allsaintsworcester.org.uk)

All Saints Worcester, St Helen's Church House, Fish Street, Worcester, WR1 2HN reg charity: 1128121

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<sup>1</sup> "Keep or Bin: Care of Your Parish Records"

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>