

DATA PRIVACY NOTICE

**The Parochial Church Council (PCC) of
St Michael & All Angels, Macclesfield**

This Data Privacy Notice has been produced in response to the GDPR. Supporting information about personal data and its processing is to be found in the Parish Data Audit

November 2018

1. 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 of St Michael & All Angels, Macclesfield is the data controller (contact details below). This means it decides how personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Michael & All Angels, Macclesfield 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 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 specified in our constitution;
- 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 people of news, events, activities and services running at St Michael's;
- To share contact details with the Diocesan office so they can keep people informed about news in the diocese and events, activities and services that will be occurring in the diocese and which may be of interest.

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

- Explicit consent of the data subject so that we can keep people informed about news, events, activities and services and process gift aid donations and keep people informed about diocesan events.
- 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.

5. Sharing personal data

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 data with third parties outside of the parish with the consent of the individual concerned.

6. How long do we keep 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 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. Individual’s rights and personal data

Unless subject to an exemption under the GDPR, people have the following rights with respect to personal data: -

- The right to request a copy of personal data which the PCC of St Michael’s holds about you;
- The right to request that the PCC of St Michael’s 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 St Michael’s 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) [*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*].
- The right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*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*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use personal data for a new purpose, not covered by this Data Protection Notice, then we will provide people 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 prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints in the first instance contact the PCC Secretary at St Michael’s church, Macclesfield.

The Information Commissioners Office can be contacted 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>