

The Parochial Church Council (PCC) of Beltingham with Henshaw Parish

DATA PRIVACY POLICY

1. What is Personal Data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR) which comes into effect in May 2018.

2. Who we are

The PCC of Beltingham with Henshaw is the data controller. This means that it decides how your personal data is processed, and for what purposes, subject to the constraints of the legal basis for processing data.

3. The legal basis for processing your personal data

Broadly, there are three main bases which permit the processing of your personal data.

- Explicit consent from you, the data subject, so that we can keep you informed about news, events, activities and services, and process your gift aid donations, and keep you informed about diocesan and deanery events.
- Cases where processing is necessary for carrying out obligations under the law.
- Cases where the PCC has a legitimate interest for the running of the Church and its activities.

4. How we process and protect your personal data

The PCC of Beltingham with Henshaw 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, in accordance with generally accepted standards of technology and operational security.

5. What we use your personal data for

We use your personal data for the following purposes:

- To enable us to provide you with news, events, activities and services running in our Parish and in the Benefice
- To administer our Parish Roll records
- To fundraise and promote the interests of the church
- To enable us to provide a service for the benefit of the public in our geographical area
- To manage our volunteers
- To share your contact details with the Diocesan and Deanery officials so that they can keep you informed about their news and events, activities and services that will be occurring, and in which you may be interested.

6. Specific information relating to our website, Parishes by the Wall

Please see the attached appendix for information relating to data held relating to the website.

7. 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, for purposes connected with the church. We will only share your data with third parties outside of the parish and benefice with your consent.

8. How long 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 on the Church of England website, or you can ask the PCC Secretary for information about this. Specifically, we retain parish 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 permanently for parish registers for baptisms, marriages and funerals.

9. Your rights and your personal data

Unless there is an applicable exemption under 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 of Beltingham with Henshaw holds about you
- The right to request that the PCC of Beltingham with Henshaw corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the PCC of Beltingham with Henshaw 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 you with your personal data, and where possible, to transmit that data directly to another data controller. (This is known as the right to data portability and it mainly applies where the processing is based on consent and the data controller processes the data by automated means.)
- 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 your personal data. This a limited right. The PCC Secretary can provide further information, if required.
- The right to lodge a complaint with the Information Commissioner.

To exercise any of the rights above, or for comments, queries or complaints, please contact in the first instance the Secretary to the PCC at yhewitt@btinternet.com. If you wish to contact the Information Commissioner, you can do so by post at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or by email, <https://ico.org.uk/global/contact-us/email/> or by telephone, 0303 123 1113.

10. Processing for new purposes

If we wish to use your personal data for a new purpose, not covered by this Data Protection Policy, 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 necessary, we will seek your prior consent to the new processing.

11. Data relating to images

From time to time, we publish photos from church events on our website. Guidance from the Information Commissioner suggests that in order for an image to amount to personal data, it must be possible for a stranger to identify an individual from information within the image or text associated with it. Being recognised by family or friends is not the same as being identified. For this reason, shots of parishioners at church events which are posted on our website are unlikely to amount to personal data.

APPENDIX RELATING TO THE WEBSITE, PARISHESBYTHEWALL.ORG

Please note some specific information below with regard to the website:

Type of information	Purposes	Legal basis of processing
For the Vicar, PCC Members and others with administrative functions in the Parishes we hold and may display name, postal address, telephone numbers and e-mail address.	Managing interaction with the Public and in the interests of open communications.	For the purposes of communications.
For website administrators and editors - name, email address, user id and password (encrypted and securely stored).	Managing the login to the website.	To permit access to the website for the purposes of edit and update
IP address of website administrators and editors at login or of attempted logins by third parties.	Security of the website – to aid in the prevention of hacking or other illegitimate use of the website.	Protecting the interests of the Parishes and of the Public.
Your name and email address as provided to us when you use the website contact form.	Communication with Parishes by the Wall via the website.	You have entered into communication with us and we will only use this information for the purposes of the communication.