

Data Privacy Notice

St Andrew & St Bartholomew's PCC – Churchdown Gloucester & The Resident Vicar

The purpose of this statement is to outline how St Andrew & St Bartholomew's PCC of Churchdown Gloucester & The Resident Incumbent take measures to protect your privacy and information rights.

“Personal Data” means data which identifies and relates to a living individual

Data Controllers

St Andrew & St Bartholomew's PCC & Resident Incumbent are Data Controllers and decide how your data is processed and for what purposes

We recognise that you as a “data subject” have rights, and we have an obligation to uphold these rights by:

- Keeping personal data up to date
- Storing and destroying data securely
- Not collecting or retaining excessive amounts of data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- 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 within our parish boundaries
- To administer the electoral roll
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications)
- To keep our children and young people safe during church activities
- To inform you of any activity we believe you would share a legitimate interest with the church
- For the security of St Bartholomew's Church using a 24 hour loop CCTV System

What is the legal basis for processing your personal data?

The PCC & Resident Incumbent of St Andrew & St Bartholomew's Churchdown Gloucester will require you to complete an explicit consent form to enable us to comply with your instructions regarding consent to the use of your data within Church Life.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with limited members of the church to carry out a service to other church members or for purposes connected with the church life. Your data is securely stored in password protected computers and secure filing systems. The church has invested in Church Suite a GDPR compliant Company who manage church life software, in which we retain control of your personal data. We will only share your data with third parties outside of the parish with your consent.

How long do we keep your personal data?

- We retain personal data in line with our data retention policy unless required otherwise in exceptional circumstances.
Electoral roll data while it is still current five year cycle which includes yearly opportunities to have your data updated or removed as required
- Gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate
- Parish registers (baptisms, marriages, funerals) permanently.

Your rights and your personal data

We recognise that you may have questions on how we process/store your data, or may want to change the data that we hold on you, or the way we communicate with you in future.

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 of St Andrew & St Bartholomew's Churchdown, Gloucester & The Resident Vicar holds about you.
- The right to request that the PCC of St Andrew & St Bartholomew's Churchdown, Gloucester & The Resident Incumbent "**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 Andrew & St Bartholomew's Churchdown, Gloucester & The Resident Incumbent to retain.

If you have given consent to process data and you wish to withdraw consent, please contact our office via admin@stastb.church

If you are unhappy with the way in which we have responded to your data query: you have the right to lodge a complaint with the Information Commission Office, which can be contacted as follows:

ICO.org.uk

Further processing

If your personal data is used for a new purpose, not covered by this Data Privacy Notice, then we will notify you and 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 or if you have any queries or complaints please contact

the PCC Secretary / Parish Administrator at
The Church Office of St Andrew & St Bartholomew's
Station Road
Churchdown
Gloucester
Gloucestershire
GL32JT admin@stastb.church
01452 712154

