

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of St Luke's Parkstone

### 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 General Data Protection Regulation (the "GDPR").

### 2. Who are we?

The PCC of St Luke's Parkstone is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The PCC of St Luke's 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 your personal data for the following purposes: -

- To communicate about the life, activities and events of St Luke's, and the wider Church of England, and our partner charities
- for pastoral care
- to tailor some of our communications, events and activities to specific groups based e.g. on age, sex, marital/single status, skills or interests
- to manage staff and volunteers
- to survey members to seek their views on the events and activities we offer
- to manage membership records
- to manage our money, gift aid, donations and records
- to further our charitable aims for example through fundraising and promoting the interests of St Luke's
- to share your details with the wider Church of England, when relevant to you, so they can inform you about news, events, activities and services
- to enable us to serve our community through voluntary activities
- to operate our databases to deliver the services
- to fulfil contractual or other legal obligations
- using audio-visual media to project services within the Church and over the internet

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

- We process your information in the course of our legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without your consent.
- We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms. We will ask for your specific consent to collect and hold your personal information necessary for you to join the Electoral Roll and also for when joining our regular e-mailing

list (currently ChurchSuite.) We also ask your consent to hold and use your children's information.

## **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 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.

## **6. How long do we keep your personal data<sup>1</sup>?**

We seek to 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. 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 the PCC of St Luke's Parkstone, holds about you;
- The right to request that the PCC of St Luke'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 Luke'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 your 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 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 or complaints please in the first instance contact the PCC Secretary/Parish Administrator at St Luke's Church, Wellington Road, Parkstone, Poole BH14 9LF Telephone: 01202 717268 Email: [office@stlukesparkstone.org.uk](mailto:office@stlukesparkstone.org.uk)

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<sup>1</sup> 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/more/libraries-and-archives/records-management-guides>

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.

12<sup>th</sup> June 2024