

# The Privacy Notice of St Giles Parochial Church Council (PCC)

## **Introduction**

St Giles needs to use information to support the mission and growth of the Church in the Parish of Totternhoe. In this context we will use personal data which you have given us, or which we've collected, usually from our Bishops' offices or our parishes.

## **Why do we need a Privacy Notice?**

Data Protection regulation in the UK requires all organisations to inform individuals about the personal data they hold and use, and the reasons for this. This Privacy Notice is intended to make it easier for you to find out how we use and protect your information.

## **Who does this Notice apply to?**

This Privacy Notice is for all those whose personal information is dealt with in any way by St Giles including lay officers, clergy, employees, volunteers, contractors, suppliers, and clients, but there may be others. So, you may be a church warden, a representative of the parish on a diocesan body, a church treasurer, an employee, a person contracted to carry out work or a parishioner, for instance.

## **How this Privacy Notice relates to you?**

We want to be open and transparent about how we use your personal data. We are a church and subject to ecclesiastical law and we have a broad array of tasks and responsibilities. So, we have a list of the different types of data that we might use. Hence, we've set out a range of scenarios to cover why we might process your data. Even if the examples don't all apply to you, we think it is more straightforward to have a single document that covers as many eventualities as possible.

## **We are not changing the ways we use your personal data.**

Our Privacy Notice has in it what the new Data Protection regulation, requires us to include, and it covers:

1. Your personal data – what is it?
2. Who are we?
3. What is the lawful basis for processing your personal data?
4. How does St Giles process your personal data, and for what purposes?
5. Sharing your personal data
6. How long do we keep your personal data
7. Your rights and your personal data
8. Transfer of data abroad
9. Further processing
10. Contact details
11. Changes to this Notice

## **Do you hold lots of information about me?**

Only a limited amount of the examples in this Notice will apply to you. This will generally be data you have given us, and relevant information collected to enable us to carry out our role. However, because the Notice is for everyone, the list under section 4 about the purposes for which we use personal data is rather long.

# Privacy Notice

## **1. Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the European General Data Protection Regulation 2016/679 (the “GDPR”), implemented in the UK by the Data Protection Act 2018, and other legislation relating to personal data and rights such as the Human Rights Act 1998. The purpose of the legislation, and the aim of this Notice, are to make sure your information is used fairly, lawfully and transparently.

## **2. Who are we?**

This Privacy Notice is provided to you by the PCC of St Giles, Totternhoe, who are the data controller for your data, which we hold and use. This means that we, the PCC, are responsible to you for how we process your data and for what purposes. The Vicar and other licensed clergy are regarded as separate data controllers for the purposes of the GDPR and this Notice also reflects their use of personal data.

## **3. What is the lawful basis for processing your personal data?**

The GDPR requires specification in the Privacy Notice of the lawful basis for processing personal data. Below are the lawful bases which are relevant for our processing activities;

- legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England)
- compliance with a legal obligation
- performance of a contract, or to take steps to enter into a contract
- to protect a person’s vital interests
- where consent has been obtained

Processing is necessary for carrying out obligations under ecclesiastical, employment, health and safety, social security or social protection law, or a collective agreement.

Religious organisations are also permitted to process information which reveal a person’s religious beliefs, to administer membership or contact details, 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.

#### **4. How does the PCC process personal data?**

The PCC will comply with its legal obligation to keep personal data up to date; to store and destroy it securely; not to collect or retain excessive amounts of data; to keep personal data secure; and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data. We use your personal data for purposes included amongst the following:

##### *Overall purposes*

- a) To enable us to meet all legal and statutory obligations.
- b) To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in our statutory framework.
- c) To promote and assist the mission and growth of the Church of England in the Diocese of St Albans whatever for the time being shall be the area of the Diocese called "the Diocese of St Albans", and in particular to organise and provide funds for departments of the Church's work.
- d) To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk of abuse or neglect are provided with safe environments.

##### *In carrying out our overall purposes*

- e) To administer the necessary parish, deanery, archdeaconry and diocesan membership records, events and activities, e.g. re: Clergy and lay people – for those involved in governance bodies at parish, benefice, deanery and diocesan area levels. We use the information you have provided on the lawful basis of legal obligation to support the work of the statutory bodies, such as the Synod; and for our legitimate interests, to take forward significant work relating to the sub-committees and groups, which enable us to carry out our roles effectively. Without such information it would not be possible for us to function effectively in our roles for your church. To fundraise and promote the interests of the church e.g. information supplied by donors to use in supporting our work.
- g) To maintain our own accounts and records. e.g. re: Contractors, suppliers and tenants – for putting agreements in place, invoicing and making payments. Personal data held in this regard forms part of our contractual arrangements with you.
- h) To seek your views or comments.
- l) To notify you of changes to our services, events and role holders. e.g. those who sign up to receive magazines and/or newsletters.
- j) To send you communications which you have requested, or that may be of interest to you. These may include information about campaigns, appeals, or other fundraising activities. e.g. those who make donations to the PCC.
- k) To process a grant or application.
- l) To enable the clergy/church officers to undertake pastoral care duties as appropriate.
- m) To manage our employees, volunteers and contractors. We will process data about individuals for legal, health and safety, HR, administrative and management purposes and to enable us to meet our legal obligations. During the course of employment information employees have given us may be shared with other PCC officers and our external agents (e.g. our financial auditors) to enable us to manage their employment and comply with our policies and procedures, e.g. prevention of illegal

working, disciplinary, grievance, and performance management policies. Personal information will be held securely in compliance with our retention/data deletion policy and where relevant, individual policies which reflect these arrangements.

n) We may process special categories of personal data relating to individuals including, for example as appropriate:

- to comply with health and safety legislation, for example to inform a risk assessment and put in place risk management measures to protect your personal health and/or safety, or to record details of an incident you have been involved in for legal or insurance purposes;
- information about a physical or mental health condition in order to monitor sick leave and take decisions as to the individual's fitness for work;
- the individual's racial or ethnic origin or religious or similar diversity data in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

o) Our processing may include the taking of photographs, filming and live streaming of particular events for use in promotional or training events, and which may appear in promotional material and/or on our website. Our website is also accessible from overseas.

p) Our processing may include the use of CCTV systems for the prevention and prosecution of crime.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties including other data controllers where it is necessary for the performance of the PCC's tasks or where you first give us your prior consent. Where relevant, it is possible that we will need to share your data with:

- The Bishops of the Diocese of St Albans;
- PCCs and incumbents of parishes in the Diocese;
- PCCs and incumbents in the North Chilterns Group of Parishes;
- PCCs in the Benefice Totternhoe, Stanbridge and Tilsworth;
- Other ordained or lay persons nominated or licensed by the bishops of the Diocese of St Albans to support the mission of the Church in the diocese;
- The appropriate bodies of the Church of England;
- Our agents, advisers and contractors. For example, we use a commercial printer to print our magazine on our behalf;
- Other persons or organisations operating within the Diocese of St Albans.

## **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<sup>1</sup>.

In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed, in line with our approach to data retention. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time.

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<sup>1</sup> <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

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:

- a) To access information, we hold on you and to request a copy of your personal data – you can contact us in writing at any time (see 10. Contact Details).
- b) To correct and update the information we hold on you - we will make relevant changes.
- c) To have your information erased - you can request deletion.
- d) To restrict the processing of your data – you can object to your data being used.
- e) To moving your data (data portability) – you can request data transfer.
- f) To withdraw your consent, where consent was sought – this can be at any time.
- g) To object to the processing of personal data where applicable.
- h) 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.
- i) To lodge a complaint with the Information Commissioners Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

## **8. Transfer of Data Abroad**

In general, we do not transfer personal data abroad. However, where this does occur, any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving broadly equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 applicable and whenever necessary, we will seek your prior consent to the new processing.

## **10. Contact Details**

Please contact us if you have any questions about this Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

St Giles PCC Secretary,  
c/o The Vicarage,  
Mill Road,  
Stanbridge,  
Leighton Buzzard.  
LU7 9HX

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.

We will keep this Privacy Notice under regular review and we will place any updates on this web page: [www.TST/](http://www.TST/)

This Notice was updated in August 2018 and approved by the PCC on Monday 10 September 2018.

Signed:

A handwritten signature in black ink, appearing to be 'A. David', written over a light blue horizontal line.

Revd. Kaushal David

Appendix 1 – List of types/reasons for holding your data

Electoral Roll
Gift Aid Declarations
Weekly giving envelopes
Baptisms
Weddings
Funerals
Junior Church
Bible Groups
Gospel Choir
Bell ringers
Website-based Contact Details
Public-facing Notice Boards
Displayed emergency contact details
Disclosure DBS Checks
Vulnerable persons details
Policy documents
PCC and Office nomination forms
Parishioner Contacts lists
Hall booking forms
Rotas/Lists
Client-Contractor contact details
Accident/Incident records
Insurance and risk data