

Data Privacy Notice

The Parochial Church Council (PCC) of Holy Trinity Church South Woodford.

General Data Protection Regulations (GDPR) came into effect on the 25 May 2018. The following information is to inform you how the Parochial Church Council (PCC) of Holy Trinity Church use your Data in compliance with the new legislation.

1. Personal data relates to a living individual who can be identified from the 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. The PCC of Holy Trinity South Woodford is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.
3. The PCC of Holy Trinity South Woodford 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:

- a) to enable us to provide a voluntary service for the benefit of the public;
- b) to administer membership records;
- c) to fundraise and promote the interest of the church;
- d) to manage our employees and volunteers;
- e) to maintain our own accounts and records (including the processing of gift aid applications);
- f) to inform you of news, events, activities and services running at Holy Trinity Church, South Woodford;
- g) to share your contact details with the diocesan office so they can keep you informed about news in the diocese and events , activities and services that will be occurring in the diocese and in which you may be interested.

The legal basis for processing your personal data involves explicit consent of the data subject. Processing is necessary for carrying out legal obligations in relation to gift aid or under employment, social security or social protection law, or a collective agreement; Processing may be carried out by a not -for -profit body with a religious aim such as Holy Trinity, 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.

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.

We keep data in accordance with the guidance set out in the guide Keep or Bin: Care of Your Parish Records. http://www.lambethpalacelibrary.org/files/Parish_Records_0.pdf which is available from the Church of England website.

Specifically, we retain electoral roll data while it is still current, gift aid declarations and associated paper work for up to six years after the calendar year to which they relate; and parish registers (baptisms, banns, marriages, funerals) permanently.

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

1. The right to request a copy of your personal data which the PCC of Holy Trinity, South Woodford, holds about you.
2. The right to request that the PCC of Holy Trinity, South Woodford, corrects any personal data if it is found to be inaccurate or out of date.
3. The right to request your personal data is erased where it is no longer necessary for the PCC of Holy Trinity South Woodford, to retain such data.
4. The right to withdraw your consent to the processing at any time.
5. 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).
6. 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:
7. The right to object to the processing of personal data (where applicable).
8. The right to lodge a complaint with the Information Commissioner's office.

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.

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary at 185 Hermon Hill South Woodford 1QQ.

You can contact the Information Commissioner's office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us>