

DATA PROTECTION NOTICE

The Parochial Church Council (PCC) of Holy Trinity Combe Down, Bath

From May 2018 the processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR). This notice explains the rights and responsibilities imposed by the GDPR.

1. Definition of personal data.

Personal data relates to a living individual who can be identified, from that data, either by the information alone or together with any other information in the data controller's possession (or *likely* to come into their possession).

2. Definition of a data controller

A data controller decides how your personal data is processed and for what purposes. For this Data Protection Notice Holy Trinity Combe Down PCC (the PCC) is the data controller (contact details below).

3. The PCC will comply with its obligations under the GDPR by: -

- a. keeping personal data up to date
- b. storing and destroying it securely
- c. not collecting or retaining excessive amounts of data
- d. protecting personal data from loss, misuse, unauthorised access and disclosure
- e. ensuring that appropriate technical measures are in place to protect personal data.

4. The PCC use your personal data to: -

- a. provide a voluntary service for the benefit of the public in the geographical area specified by our parish boundary
- b. administer membership records
- c. enable financial giving and promote Christianity
- d. manage our employees and volunteers
- e. maintain our financial accounts and records (including gift aid)
- f. inform you of news, events, activities and services running at Holy Trinity Combe Down, St Andrew's Community Church, across the benefice and in the City of Bath
- g. contact you via surveys to conduct research about your opinions, e.g. about potential new services
- h. update the Holy Trinity Combe Down website with images and ministry details.
- i. administer safeguarding checks as required by the Diocese of Bath and Wells

5. Processing your data is legal if: -

- a. you give your explicit consent to the PCC to hold your data for the purposes at 4. above by signing the consent form attached.
- b. processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- c. processing is carried out by a not-for-profit, religious body provided: -
 - i. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - ii. there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared *only* with the following: members of the PCC, clergy of the parish, paid staff of the PCC and members of HTCD church family.

If you give your consent, we would also like to use your image in church publications including online and your contact details if you have agreed that you are the person to be contacted in relation to an event.

7. How long do we keep your personal data¹

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 – see link at footnote.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

8. Your rights

Unless subject to an exemption under the GDPR, you have the right to: -

- a. request a copy of the personal data which the PCC holds about you
- b. request that the PCC corrects any of your personal data if it is found to be inaccurate or out of date
- c. request your personal data is erased where it is no longer necessary for the PCC to retain it
- d. withdraw your consent to the processing at any time
- e. data portability i.e. you may request that the PCC provide you with your personal data and where possible transmit that data directly to another data controller (where applicable)
(This 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).
- f. request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data
- g. object to the processing of personal data, (where applicable)
(This 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)
- h. lodge a complaint with the Information Commissioners Office.

9. Further processing

If the PCC wishes 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 the new use before 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please contact

The Operations Manager, Combe Down PCC, Church Rooms 2a Avenue Place, Combe Down, Bath Ba2 5EE
e opsmanager@htcd.church t 01225 835835

Diocese of Bath and Wells, The Old Deanery, St Andrew’s Street, Wells BA5 2UG
e reception@bathwells.anglican.org t 01749 670777

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF
e. <https://ico.org.uk/global/contact-us/email/> t. 0303 123 1113

¹ Details about retention periods can be found at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>