

# Parochial Church Council of St Mary the Virgin, Kelvedon

## PERSONAL DATA PRIVACY NOTICE

### Definitions

In this notice, the following definitions apply:

**“Personal Data”** means information about you (as a living individual) from which you can - directly or indirectly - be identified.

**“Church”** means the Parish Church of St Mary the Virgin, Kelvedon including its officers, congregation and associated groups and committees.

**“United Benefice”** means the parishes of St Mary the Virgin, Kelvedon and All Saints’, Feering.

**“we”, “our” or “the Data Controller”** means the Parochial Church Council of St Mary the Virgin, Kelvedon. [See Contact Details below]

**“GDPR”** means the General Data Protection Regulation as enacted in the United Kingdom by the UK Data Protection Act 2018.

### **1. How do we process your Personal Data?**

We comply with our Personal Data processing obligations under GDPR by:

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

### **2. For what purposes do we use your Personal Data?**

We use your Personal Data for the following purposes: -

- To administer Church membership records;
- To fundraise and promote the interests of the Church;
- To manage Church employees and volunteers;
- To maintain Church accounts and records (including the processing of gift aid claims);
- To inform you of Church and United Benefice news, events, activities and services.

### **3. What is the legal basis for our processing of your Personal Data?**

Under GDPR our right to process your Personal Data can arise in various ways including:

- By having your explicit consent to do so (e.g. to keep you informed about Church and United Benefice news, events, activities and services).
- Under statutory provisions where
  - (a) such processing is necessary to carry out our legal obligations (e.g. to process gift aid claims or under employment, social security or social protection laws) or

- (b) such processing is carried out as a legitimate activity of the Church (as a not-for-profit body with religious aims) and
  - (i) the processing relates only to current or former Church members (or those who have regular contact with the Church in connection with its normal activities)
  - (ii) there is no disclosure to any third party without your consent.

#### **4. Sharing your Personal Data**

We will treat your Personal Data as strictly confidential and will only share it with other members of the Church for purposes connected with the Church and its activities. We will not share your Personal Data with any third parties without your consent except where required for compliance with our legal obligations, such as gift aid claims and records which we have to provide to HMRC.

#### **5. How long do we keep your Personal Data?**

We keep Personal Data in accordance with Church of England guidance as set out in the guide “Keep or Bin: Care of Your Parish Records” which can be found on the Church of England website [see Contact Details below].

In particular, 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
- parish registers (baptisms, marriages, funerals) permanently.

#### **6. Your rights in relation to your Personal Data**

Unless subject to a specific exemption under GDPR, you have the following rights in relation to your Personal Data: -

- to request a copy of your Personal Data held by the Data Controller;
- to request the Data Controller to correct any Personal Data which is found to be inaccurate or out of date;
- to request the Data Controller to erase your Personal Data where it is no longer necessary for the Data Controller to retain it;
- at any time, to withdraw your consent to the processing of your Personal Data;
- where there is a dispute in relation to the accuracy or processing of your Personal Data, to request that a restriction be placed on further processing of it;
- to lodge a complaint with the Information Commissioners Office (see Contact Details below).

#### **7. Further processing**

If we wish to use your Personal Data for a new purpose not covered by this notice, prior to commencing such processing we will publish a new notice explaining this new use and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to such new processing.

## **8. Contact Details**

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Benefice Administrator at The Vicarage, Church Street, Kelvedon, Essex, CO5 9AL, Tel: 07380 942414, E-mail: [kandfchurches@gmail.com](mailto:kandfchurches@gmail.com).

Details of data retention guidance from the Church of England can be found 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 e-mail at <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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