

## **PRIVACY NOTICE:**

(New protection laws have come into force from the end of May over how organisations should be look after, use and keep your personal data. Below is the summary statement agreed by the PCC of All Saints as regards how we use and look after people's data as a church and what rights you have. The full statement can be found on our web site and a copy is out in church for everyone on the membership list of All Saints. Rev Mark.)

The Parochial Church Council (PCC) of All Saints Church, Paston (Diocese of Peterborough)

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 All Saints, Paston 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 All Saints, Paston 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 enable us to provide a voluntary Christian service for the benefit of the public in a geographical area.

To administer membership records based on the information given through the electoral roll.

To manage our volunteers

To maintain our own accounts and records (including the processing of gift aid applications)

To inform those on the electoral roll of news, events, activities and services running at All Saints

With specific agreement already gained from church officials, to share their contact details with the Peterborough Diocesan office so that they can be kept informed as is appropriate in terms of the role they occupy

4. Sharing personal data: A person's personal data will be treated as strictly confidential and will only be shared with other members of the church to carry out a service to other church members or for purposes connected with the church. No data will ever be shared with third parties in or outside the parish without that person's written consent.

5. 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 (<https://www.churchofengland.org/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.

6. 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 All Saints, Paston holds about you

The right to request that the PCC of All Saints, Paston 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 All Saints, Paston to retain such data

The right to withdraw your consent to the use of your personal data at any time

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 lodge a complaint with the Information Commissioners Office.

7. 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. We will seek your consent to this new processing.

8. Contact Details: To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary c/o the Rectory, 236 Fulbridge Road, Peterborough. PE4 6SN.