

Data Privacy Notice

The Parochial Church Council (PCC) of Basingstoke Team Parish

(registered charity 1133775)

St Michael's Church Church Square Basingstoke RG21 7QW	All Saints Church Southern Road Basingstoke RG21 3EA	The Church of Christ the King Sullivan Road Brighton Hill RG22 4EH	St Peter's Church Pinkerton Rd, South Ham RG22 6QP
---	---	---	---

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 Basingstoke Team Parish and its Incumbent are the Data Controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Data Controllers comply with their 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.

Subject to your explicit permission, which you may withhold in whole or part, they use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographic area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, social and fundraising activities and services running in the Basingstoke Team Parish;
- 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.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, social and fundraising activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a religious aim 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.

5. Sharing your personal data

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 the parish with your explicit consent. Personal data that with your permission is spoken or published in sermons, addresses, orders of service, parish magazines and similar publications will be considered to be in the public domain and therefore no longer subject to GDPR. Information provided for prayer lists must have the permission of the person to be mentioned or it should be reduced to a level of detail by which identification of a data subject is not possible.

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. (Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>).

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.

Personal data relating to pastoral matters will be retained for a maximum of three years after the last recorded substantive contact with the person providing the personal data.

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: -

- The right to request a copy of your personal data which the Data Controllers, hold about you;
- The right to request that the Data Controllers, correct 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 Data Controllers to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the Data Controllers 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) [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].
- 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 object to the processing of personal data, (where applicable) [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]
- The right to lodge a complaint with the Information Commissioners Office.

8. 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. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at The Parish Office, St Michael's Church, Church Square, Basingstoke RG21 7QW.

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.