

Privacy Policy (Draft v2 at Wednesday 13th February 2019)

1. Personal data

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 (for example its collection, storage and use) is governed by the General Data Protection Regulation (GDPR) which came into law in May 2018.

2. The Data Controller

The Parochial Church Council of Holy Trinity Church Hurdsfield (the PCC) is the Data Controller. This means that it decides how personal data is processed and for what purposes.

3. Processing personal data

The PCC 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.

The PCC uses personal data for the following purposes:

- to enable it to provide a voluntary service for the benefit of the community in the Hurdsfield and wider Macclesfield area;
- to administer membership records;
- to raise funds and promote the interests of the PCC;
- to manage employees and volunteers;
- to maintain accounts and financial records, including the processing of gift aid applications;
- to inform people of news, events, activities and services;
- to share contact details with the Diocese so that it can keep people informed about relevant news, events, activities and services.

4. The legal basis for processing personal data

The PCC is required to seek the consent of individuals so that it can keep people informed about news, events, activities and services and process gift aid donations and keep people informed about diocesan events.

The PCC is required to process personal data necessary for carrying out its obligations under employment, social security and social protection law.

The PCC is a not-for-profit body which only processes personal data relating to those who have contact with it in connection with its purposes and does not disclose this to a third party without consent.

5. Sharing personal data

Personal data is treated as strictly confidential and is only shared with other members of Holy Trinity Church in order to carry out a service to them and for purposes connected with the Church. The PCC only shares data with third parties outside the Church with the consent of the individuals concerned.

6. Length of time personal data is held

The PCC holds data in accordance with the guidance set out by the Church of England.

Specifically, the PCC retains current electoral roll data, gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate and parish registers relating to baptisms, marriages, and funerals permanently.

7. Individual's rights and personal data

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

- the right to request a copy of personal data which the PCC holds about them;
- the right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
- the right to request that personal data is erased where it is no longer necessary for the PCC to retain it;
- the right to withdraw their consent to the processing at any time;
- the right to request that the PCC provides each individual with their personal data and, where possible, to transmit that data directly to another Data Controller;
- the right, where there is a dispute in relation to the accuracy or processing of personal data, to request a restriction is placed on further processing;
- the right, but only where applicable, to object to the processing of personal data;
- the right to lodge a complaint with the Information Commissioner's Office.

8. New purpose

If the PCC wishes to use personal data for a new purpose not covered by this Privacy Policy, the PCC will seek prior consent of the individuals affected and provide these people with an amendment to this Policy explaining the new use prior to commencing any processing of the personal data.

9. Contact information

Those wishing to exercise their rights or to raise a query or a complaint, in the first instance should contact the Secretary of the Parochial Church Council of Holy Trinity Church, Hurdsfield. The Information Commissioner's Office can be contacted on 0303 123 1113, by email at <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF