



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) Of St James and St Paul's West Bromwich

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") and the Data Protection Act.

2. Who are we?

The PCC of St James and St Paul's West Bromwich 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?

Both the Incumbent/Priest in Charge/Minister in Charge and The PCC of St James and St Paul's West Bromwich 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.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the parish;
- To provide pastoral care to parishioners;
- To provide baptism, wedding and funeral services;
- 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, activities and services running at St James and St Paul's;
- To share your contact details with the relevant Diocesan officials if you hold a Post of Portfolio on the PCC; To share with appropriate authorities where there is an overriding public interest in using the information (e.g. to safeguard an individual or prevent serious crime) or we are required to by a legal direction.

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

- When you give us explicit consent so that we can maintain a parish directory, keep you informed about news, events, activities and services and process your Gift Aid donations and keep you informed about diocesan events.
- In line with Article 9(2)d of the GDPR which allows processing when it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided that: -
 - 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.
- When Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;

- In the case of baptisms, weddings and funerals, our processing is necessary for the performance of our contract with you as the data subject
- When processing is necessary for reasons of substantial public interest in line with Article 9(2) g of the GDPR (e.g. for the purposes of safeguarding an individual or preventing serious crime)
- As the Charity uses the Lichfield Diocesan Board of Finance for the purpose of centralised Gift Aid processing, Gift Aid information is shared confidentially with them for the sole purpose of processing a claim. It will not be used for any other purposes without your consent.
- As the Charity uses the Diocesan Payroll Agency, if you are an employee the information is shared with the Lichfield Diocesan Board of Finance for processing purposes only and will not be used for any other purposes without your 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 of the parish with your consent.

6. 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.

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.

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 Incumbent/Priest in Charge/Minister in Charge and The PCC of St James and St Paul’s West Bromwich holds about you;
- The right to request that Incumbent/Priest in Charge/Minister in Charge and The PCC of St James and St Paul’s West Bromwich 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 Incumbent and/or PCC of St James and St Paul’s to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller 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)
- The right to lodge a complaint with the Information Commissioners Office if you do not feel we are processing your personal data in line with this notice and the relevant legislation.

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

¹ 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/more/libraries-and-archives/records-management-guides>

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 vicar of St James and St Paul's West Bromwich at vicar@sjpchurch.co.uk or on 0121 532 2865

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.