

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of All Saints, Milford-on-Sea and St Mary's Everton

#### 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 Vicar and PCC of All Saints, Milford-on-Sea 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 Vicar and PCC of All Saints, Milford-on-Sea 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;
- 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 All Saints and St Mary's;

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

- Explicit consent from you so that we can keep you informed about news, events, activities, services and, if relevant, process your donations and claim gift aid.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by us 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 support you or other church members or for purposes connected with the church. Specifically, data pertinent to baptisms, confirmations, marriages, burials or other services will be shared with the Diocesan Record Office, data for gift aid claims is shared with our online gift aid system operator Fund Filer Ltd and HMRC, personal data on staff is shared with our payroll processing agent and the electoral roll is stored on Dropbox. We will only share your data with other third parties outside of the parish with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

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 [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax 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 the PCC of All Saints, Milford-on-Sea holds about you;
- The right to request that the PCC of All Saints, Milford-on-Sea 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, Milford-on-Sea 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.
- 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 Commissioner’s 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 Church Office, Greenbanks Close, Milford on Sea, SO41 0SQ.  
Telephone: 01590 644992. E-mail: [office@allsaintsmilford.co.uk](mailto:office@allsaintsmilford.co.uk)

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.

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<sup>1</sup> 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>