****

**DATA PRIVACY NOTICE AND POLICY**

**The Parochial Church Council (PCC) of St Lukes, Stanmore and St Marks, Winchester**

The following document sets out the Privacy Notice and Policy of the Parochial Church Council of St Lukes with St Marks, Winchester, in accordance with the current data protection legislation in force in the UK.

**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 St Lukes with St Marks, Winchester 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 (use) your personal data?**

The PCC of St Lukes with St Marks, Winchester 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 administer membership records;
* To fundraise and promote the interests of the Church (as a 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 and invite you to events, activities and services running at St Lukes and St Marks;
* To enable us to provide pastoral support to members and others connected to our Church.
* 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 (using) your personal data?**

* Your explicit consent so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about the diocesan events.
* Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
* We are a not-for-profit body with a religious aim processing data that 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. When do we share 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, for example The Ministry Team or appointed officers, with your consent, unless the law requires us to do so.

**6. How long do we keep your personal data[[1]](#footnote-1)?**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 at: - http://www.churchofengland.org/more/libraries-and-archives/records-management-guides.[see footnote for link].

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 held by the PCC of St Lukes with St Marks, Winchester.

* The right to request a copy of your personal data which we hold about you; This request must be actioned within one month.
* The right to request that we correct any personal data if it is found to be inaccurate or out of date; This request must be actioned within one month.
* The right to request your personal data is erased where it is no longer necessary for us to retain such data; This request must be actioned within one month.
* The right to withdraw your consent to the processing at any time.
* The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability);
* 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; This request must be actioned within one month.
* The right to object to the processing of personal data, where applicable; This request must be actioned within one month.
* 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 of complaints please, in the first instance, contact the PCC Parish Administrator at St Luke’s Church Stanmore, Mildmay Street, Winchester SO22 4BX, by email to [stlukestanmore@outlook.com](mailto:stlukestanmore@outlook.com) or by telephoning the Church Office on 01962 865240.

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.

1. 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/sites/default/files/2017-11/care\_of\_parish\_records\_keep\_or\_bin\_-\_2009\_edition.pdf [↑](#footnote-ref-1)