

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) and Parish Office Parish of the Ascension, Cambridge (Churches of St Augustine of Canterbury and St Giles and St Luke's LEP*)

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 (holding and/or using) of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

Our full legal name is The Parochial Church Council of the Ecclesiastical Benefice of the Ascension, Cambridge (St. Giles with St. Peter, St. Luke* and St. Augustine) (the PCC). The PCC is a registered charity (1172822). The PCC is part of the Diocese of Ely in the Church of England. The PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Parish Office is answerable to the PCC for the purpose of GDPR*.

3. How do we process your 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.

We 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 geographical area as specified in our constitution (the parish);
- to administer membership records;
- to fulfil legal obligations, both secular (e.g. safeguarding) and United Reformed Church and Church of England (e.g. updating electoral rolls)
- to fundraise and promote the interests of the churches in the parish, and the parish itself;
- to support individuals, community groups and clubs that make use of the PCC's facilities;
- 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 in the parish and diocese.

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

- Where we have your explicit consent, we keep you informed about news, events, activities and services in the diocese.

*Local Ecumenical Partnership (United Reformed Church with Church of England). Since St Luke's became a full partnership between the Church of England and the URC in 2005, matters pertaining solely to the URC has its Ecumenical Church Council (ECC) as its data controller and initial queries should be addressed to St Luke's URC Secretary (ECC/URC Secretary, St. Luke's Church, 01223 311136, stlukes_office@yahoo.co.uk). Our data privacy policy is in general consonant with the PCC policy except for the retention or disposal of certain specifically URC material. Our data privacy information, retention guidelines and specific consent forms are appended.

- When you provide information for any of our churches' websites or publications, we process that information by your consent.
- Some processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.
- Some processing is for our legitimate interest and/or for the benefit of the historical record.
- Processing of the special category data concerning your religious affiliation is carried out in accordance with the requirements of GDPR:
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those [religious] purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

With your consent, we share your contact details with the diocesan office so they can keep you informed about news in the diocese and events, activities and services in the diocese and in which you may be interested. Unless we have your explicit consent otherwise, your personal data will only be shared with other members of churches in the parish, and even then only in the PCC's legitimate interests, as necessary to carry out a service to other church members or for purposes connected with the churches in our parish. Some information is required to be provided to the Charity Commissioners or the diocese. Except as required by law or described above, we will only share your data with third parties, with your consent.

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 – Parish of the Ascension" which is based on the Church of England records management recommendations. A copy of this is available upon request from the Parish Administrator (see below for contact details).

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

You have the following rights with respect to your personal data, though all of them are qualified under GDPR in various ways and are not automatic: -

- the right to request a copy of your personal data which the PCC holds about you;
- 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 your personal data is erased where it is no longer necessary for the PCC to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right under certain conditions to request that the PCC provide you with personal data and where possible, to transmit that data directly to another data controller (this is 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;
- the right under certain conditions to object to the processing of personal data;
- 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 appropriate, we will seek your consent to the new processing.

9. Contact Details

To exercise all relevant rights, or if you have any queries or complaints please in the first instance contact either:

Patricia McGuire
Secretary of the Parochial Church Council
patricia.mcguire5@virginmedia.com
01223 313516

or

Sheila Rozeik
Parish Administrator
office@churchatcastle.org
01223 315000

UK GDPR and Data Protection is administered by the Information Commissioner's Office. You can contact the ICO 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.

For the full text of the GDPR see <https://gdpr-info.eu/>. The GDPR is retained in domestic law now the transition period has ended, but the UK has the independence to keep the framework under review. The UK GDPR sits alongside an amended version of the UK Data Protection Act 2018. The government has published a Keeling Schedule for the UK GDPR which shows the amendments: <https://www.gov.uk/government/publications/data-protection-law-eu-exit>