



## GENERAL PRIVACY NOTICE

### The Parochial Church Council (PCC) of the Parish of Burchetts Green

#### GDPR

As has been well publicised, the General Data Protection Regulation (GDPR) will take effect in the UK from 25 May 2018. It gives individuals rights and protection regarding how their personal data is used by all organisations including parishes and other church groups.

Requirements under the "GDPR" require parishes to provide individuals with extensive information about how their personal data is collected, stored and used.

#### 1. Your personal data - what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). 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.

#### 2. Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of Burchetts Green Parish which is the data controller for your data.

The Church of England is made up of several different organisations and office-holders who work together to deliver the Church's mission in each community. The PCC works together with:

- the incumbent of the parish, Revd.Keith Nicholls
- the bishops of the Diocese of Oxford
- the Diocesan Office, which is responsible for the financial and administrative arrangements for the Diocese of Oxford

As the Church is made up of all of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. Those referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Privacy Notice. This Privacy Notice is prepared by the PCC and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word "we" to refer to each data controller, as appropriate.

### **3. What data do the data controllers process?**

**They will process some or all of the following where necessary to perform their tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data.

### **4. How do we process your personal data?**

The PCC of Burchetts Green Parish and the other data controllers 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 some or all of the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To minister to you and provide you with pastoral and spiritual care {such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
- To fundraise and promote the interests of the Church and charity;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller;
- To administer the parish, deanery, archdeaconry and diocesan membership records;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To manage our employees and volunteers;

- To manage our contracts with church centre users and hirers;
- To seek your views or comments;
- To notify you of news, events, activities and services;
- To operate the Parish of Burchetts Green website;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To process a grant or application for a role;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

## 5. How we Protect your Personal Data

**Mailing Lists** - We use MailChimp to store email lists and to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's privacy notice, details below. Church members can update the data held or unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails or by emailing [bgparish@btconnect.com](mailto:bgparish@btconnect.com)

**Church Database** – We also store and manage church membership information. Access to this is password protected and can only be accessed by users who have been given permission to do so and issued with a log-on password.

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

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

We also ask for the explicit consent of the data subject so that we can keep you informed about news, events, activities and services, include your details in the church directory, process your gift aid donations and keep you informed about

other diocesan events.

## **7. Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers;
- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our church database software;
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Oxford to support the mission of the Church in our parish;
- Other persons or organisations operating within the Diocese of Oxford.
- On occasion, other churches with which we are carrying out joint events or activities.

## **8. How long do we keep your personal data**

We keep data generally 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]. It is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. 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. We endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## **9. Your rights and your personal data**

You have the following rights with respect to your personal data: When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### **1. The right to access information we hold on you**

- At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee .

### **2. The right to correct and update the information we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your information erased
  - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
  - When we receive your request, we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
  - You have the right to request that we stop processing your data. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
5. The right to data portability
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
  - You can withdraw your consent by telephone, email, or post, details below.
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

## **10. Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **11. Further processing**

if we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide 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.

## 12. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary / Parish Administrator, Burchetts Green Parish Office, Soltau Centre, Stubbings, Henley Road, Maidenhead, SL6 6QW  
Telephone: 01628 820077 Email: [bgparish@btconnect.com](mailto:bgparish@btconnect.com)

Copies of consent form can be obtained from each church and the parish office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email: <https://ico.org.uk/global/contact-us/email/>  
or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF Tel: 0303 123 1113 (local rate)

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>

MailChimp Privacy Notice <https://mailchimp.com/legal/privacy/>

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