

SAINT JAMES THE APOSTLE
With
SAINT MARY MAGDALENE
PARISH CHURCH
QUEDGELEY and KINGSWAY

DATA PROTECTION (GDPR) POLICY

PARISH DATA PRIVACY

(Change in the Law from the 25th May 2018)

The Parochial Church Council (PCC) of St. James Church Quedgeley

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. James' Quedgeley 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 your personal data?

The PCC of St. James' Church Quedgeley 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;
- To administer membership records;
- To fundraise and promote the interests of **Saint James' Church**;
- To manage our 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' 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 your personal data?

- Explicit consent of the data subject so that we can keep you informed about
- news, events, activities and services and process your gift aid donations and
- keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social
- security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical,
- religious or trade union aim provided: -
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- 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 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 data?

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 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 the PCC of St James’ Church Quedgeley holds about you;
- The right to request that the PCC of St. James’ Church Quedgeley 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 St. James’ Church Quedgeley 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 (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 **Rector on 01452-720411, or visit the Parish Office on a Wednesday or Saturday morning.**

You can also 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.

SAMPLE BELOW– Under Revision

PARISH OF SAINT JAMES'S QUEDGELEY AND KINGSWAY

DATA PROTECTION – CONSENT FORM

Your privacy is important to us, and we want to communicate with parishioners in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law (May 2018) we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form you are confirming that you are consenting to the PCC of Saint James' Quedgeley holding and processing your personal data to keep you informed of news, events, and activities.

I consent to the church contacting me by post phone or email.

To keep me informed about news, events, activities and services at St. James'

Signed: _____ Dated:

If you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Rector Father John Ward at St. James' Rectory School Lane Quedgeley GL2 4PN. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

If you agree please return this form to Fr. John Ward Rectory, School Lane, Quedgeley Glos. GL2 4PN