

## DATA PRIVACY NOTICE

The Parochial Church Council of St Peter and St Paul, Little Gaddesden (The PCC) has issued this privacy policy to set out the way we process your personal data.

A copy of this policy will be displayed within the church on the main notice board and is available on our website:

[www.littlegaddesdenchurch.org.uk](http://www.littlegaddesdenchurch.org.uk)

The PCC wishes to comply with Data Protection Principles in the Data Protection Act to ensure that all data is:

- Fairly and lawfully processed
- Processed for lawful purpose
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than necessary
- Processed in accordance with the data subject's (YOU) rights
- Secure
- Not transferred to other countries without adequate protection

### 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.

Typically this information will include name, address and contact details such as telephone and email. In connection with donations and gift aid this may include bank details and tax information as appropriate.

The PCC may from time to time be required to process sensitive personal data such as medical information, gender, age, etc.

### 2. Who are we?

The PCC 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 collect and process your personal data?

We collect your data in a variety of ways – primarily through a direct contact from you in connection with joining or using services or activities provided by us.

We use your personal data for the following purposes:-

- To enable us to provide a voluntary service for the benefit of members of the church and the public in a particular geographical area
- To administer services and other activities associated with worship and mission within and beyond the parish
- We retain contact with those who have moved away from the parish but remain interested in our activities
- We also remain in contact with relatives of those who have died with connections to our parish;
- To manage 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 in the Parish
- To fund raise and promote the interests of the charity

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

We have a legitimate interest in holding the personal data so that we can keep you informed about news, events, activities and services and process your Gift Aid donations and to keep you informed about Parish events. No explicit consent is required but we will note any personal preferences notified to us.

Processing is necessary for carrying out obligations under employments, social security or social protection law, or a collective agreement.

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, activity etc. connected with the church mission.

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.

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 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 to request that the data controller provide the data subject with his/her personal data
- 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
- The right to lodge a complaint with the Information Commissioners Office

## 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:

The Parochial Church Council for St Peter and St Paul, Little Gaddesden  
c/o The PCC Secretary  
St John's Vicarage  
Pipers Hill  
Great Gaddesden  
HP1 3BY

Or email: [pcc.secretary@littlegaddesdenchurch.org.uk](mailto:pcc.secretary@littlegaddesdenchurch.org.uk)