



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Nicholas' Church

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 2016/679 (the "GDPR").

Who are we?

St Nicholas' PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

St Nicholas' 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 the particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interest of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records including to be able to process gift aid applications;
- To enable our clergy to provide pastoral care to our parishioners;
- To operate the St Nicholas Church web site and deliver the services that individuals have requested.
- To administer the booking of tickets for events.
- To inform you of news, events, activities and services running at St Nicholas' Church and at St Nicholas' Community Centre

What is the legal basis for processing your personal data?

Explicit consent of the data subject is required so that we can:

- keep you informed about news, events, activities and services at St Nicholas' Church and St Nicholas' Community Centre;
- keep you informed about diocesan events;
- collect and maintain gift aid declarations and records to enable the processing of gift aid applications.

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 provided:

- The processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
- There is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with other members of the church for purposes connected to the church or to be able to carry out a service to other church members. We will only share your data with third parties outside of the parish with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. More specifically we hold:

- electoral roll data while it is current;
- gift aid declarations and paperwork associated with gift aid claims for up to six years after the calendar to which they relate;
- safeguarding information relating to the outcome of DBS checks
- parish registers (baptism, wedding and funeral) are stored permanently initially at the church and then at the Treasure House.
- the contact details, and in the case of regular hirers the PLI certificates, DBS and Safeguarding certificates of current hirers of the St Nicholas' Community Centre

Your rights and your personal data

Unless subject to an exemption under "GDPR" you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which St Nicholas' PCC holds about you;

- The right to request that St Nicholas' 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 St Nicholas' 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 and where possible, to transmit that data directly to another data controller (known as the right to data portability) (where applicable);
- 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)
- The right to lodge a complaint with the Information Commissioners Office.

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.

If your personal data is not obtained directly from you, then St Nicholas' PCC will need to provide you with the following additional information within one month of having received your data:

- The source from where the personal data originates and whether it came from publicly accessible sources.
- The category of personal data we are processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at St Nicholas' Community Centre, Holme Church Lane, Beverley, HU17 0PY, make contact by emailing stnicksoffice@gmail.com or by telephoning the office on 01482 863542.

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.

Consent Form

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to St Nicholas' PCC holding and processing your personal data for the following purposes: -

Please tick the boxes to indicate where you are happy to grant consent:

- To keep you informed about news, events, activities and services;
- To contact you with surveys about current events;
- To share your contact details with the diocesan office so they can keep you informed about news and events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking;
- All of the above.] By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes.

Where you do not grant consent we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting stnicksoffice@gmail.com or by ringing the Parish Office on 01482 863542.

Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

Name: _____

Address: _____

Postcode: _____

Telephone number: _____

Mobile number: _____

Email address (Please print clearly): _____

Signed: _____ Dated: _____