

# DATA PRIVACY NOTICE

## The District Church Council, St Thomas, Beaconsfield

### 1. Personal Data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR) 2018, building on the Data Protection Act 1998.

### 2. Data Controller

St Thomas' DCC 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?

St Thomas' DCC 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 organise Church life at St Thomas's, including events and activities
- To organise and manage jobs and roles of 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 running at St Thomas's
- To provide pastoral care

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

- Your explicit consent so that we can keep you informed about services, events, activities and news.
- Our obligations under employment law (for employees)
- Processing is carried out by a not for profit body with a political, religious or trade union aim provided:
  - the processing only relates 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.

### 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 you or to other church members or for purposes connected with the church.

We would not share your data with third parties outside of St Thomas's except with your explicit 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 7 years after the tax 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 St Thomas’s DCC holds about you;
- The right to request that St Thomas’s DCC 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 Thomas’s DCC to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 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 or complaints please contact the Churchwardens via the Church Office: 01494 675705

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.