

# St Andrew's Parish Cheadle Hulme

St. Andrew's and Emmanuel churches



## DATA PRIVACY NOTICE

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

Personal data relates to a living individual who can be identified from that data (alone or in conjunction with any other information in (or likely to come into) the data controller's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and other legislation.

### 2. Who are we?

The PCC of St Andrew, Cheadle Hulme 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 Andrew, Cheadle Hulme will comply 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 raise funds and promote the interests of the charity;
- To manage 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 or other church business in this parish or other local churches;
- To prepare anonymised statistical returns to the Church of England
- To keep the registers and records we are legally required to maintain (e.g. baptisms, confirmations and marriages)
- To share contact details of role-holders with the Diocesan office so you can be kept 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, where directly relevant to any role you are undertaking

### 4. 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 and we must keep certain records, such as details of any accidents, under Health and Safety legislation.

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.

Not-for-profit religious organisations are also permitted to process information in the course of their legitimate activities to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

## **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 or parish 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 where it is necessary for the performance of our tasks or with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

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 for 6 years since the last complete review and then selectively archive these (or a sample of them); gift aid declarations and associated paperwork for as long as they are valid, plus 6 years; and parish registers - baptisms, marriages, funerals - permanently (archived periodically).

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

As well as having a right to be informed via this Privacy Notice, you have the following rights with respect to your personal data (unless subject to an exemption under the GDPR): -

- The right to request a copy of your personal data which the PCC of St Andrew, Cheadle Hulme holds about you;
- The right to request that the PCC of St Andrew, Cheadle Hulme 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 Andrew, Cheadle Hulme to retain such data;
- The right to withdraw your consent to the processing of your personal data 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 (in certain circumstances) to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

There following additional rights are very unlikely to apply in the context of a church:

- The right to data portability (relevant to financial institutions)
- The right not to be subject to automated decision making / profiling.

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<sup>1</sup> 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

## **8. Further processing**

Further processing of personal data, for purposes other than those for which the data was originally collected, is allowed only where the purpose is compatible, including archiving and statistical purposes. Other than where specifically allowed, 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. When necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you, or to exercise all relevant rights, queries of complaints.

In the first instance you should contact the PCC Secretary or the Parish Administrator at:

St Andrew's Church, Cheadle Road, Cheadle Hulme, Cheadle, Cheshire SK8 5ET

**Tel:** 0161 485 2648    **Email** [admin@standrewsheadlehulme.org.uk](mailto:admin@standrewsheadlehulme.org.uk)

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.

*St Andrew's PCC is a Registered Charity, No 1130324*

25 May 2018