

## General Data Protection Regulation

The General Data Protection Regulation (GDPR) replaced the existing law on data protection (the Data Protection Act 1998). It came into effect on 25th May 2018 and gives individuals more control over how their personal data is used by organisations, including churches.

Any data you provide to St Mary's Church will be held under GDPR. We will protect your privacy and make sure any personal data you share with us is stored securely.

We value and respect everyone who has a connection with St Mary's Church. Our aim is to be as clear as possible about how and why we use your personal data. If you have any questions about this Privacy Notice, please contact us.

By providing your personal data you agree to allow St Mary's Church to contact you on the following grounds:

- 'legitimate interest' for the day-to-day running of the church, for example church rotas;
- 'legal obligation' for Gift Aid declarations;
- 'consent' (permissions) you have indicated on the St Mary's Consent Form.

### 1. Who are we?

Under GDPR, the Parochial Church Council (PCC) of St Mary's Church is termed the 'Data Controller'; this means it controls how your personal data is processed and used.

### 2. 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 data alone or in conjunction with other data in the Data Controller's possession.

Processing personal data is governed by GDPR.

### 3. How do we collect data about you?

We collect personal data from you in a variety of ways: for example, if you enter your name on the electoral roll, fill in a Gift Aid declaration or complete a St Mary's Consent Form.

## 4. How do we process your personal data?

The PCC complies with its obligations under GDPR by

- keeping personal data up to date;
- storing data securely;
- not collecting or retaining excessive amounts of data;
- protecting data from loss, misuse, unauthorised access and disclosure, and
- ensuring that appropriate technical measures are in place to protect the data.

## 5. How do we use your personal data?

We use your personal data to:

- inform you of news, events, activities and services at St Mary's;
- process donations you make, and maintain our own accounts and records (including processing gift aid applications);
- organise rotas and perform other administrative tasks.

## 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;
- mailing list email addresses for as long as the mailing list continues to be used for its original purpose;
- 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. Viewing the data we hold about you

You may request details of the data St. Mary's Church holds about you by submitting a request to the Data Controller.

Please write to:

- The Data Controller, PCC, St Mary's Church, Church Hill, Plumtree NG12 5ND;
- Phone: 0115 937 5476;
- or email: [gdpr@plumtree.church](mailto:gdpr@plumtree.church)

## 8. Who sees your data?

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the running of the church. We will not share your data with third parties outside of the parish (church) without your consent.

## 9. Your rights and your personal data

You have the following rights with respect to your personal data:

- **The right to be informed** about how St Mary's intends to use your data (the purpose of this Privacy Notice).
- **The right of access** to the personal data which St Mary's holds about you.
- **The right to be forgotten** (erasure) - to request your personal data is erased where it is no longer necessary for the St Mary's to retain it;
- **The right to withdraw** (or modify) your consent to the processing at any time.
- **The right to rectification** (correction) - to request that St Mary's corrects any personal data if it is found to be inaccurate.
- **The right to object** to the way your personal data is processed.
- **The right to lodge a complaint** with the Information Commissioners Office.

## 10. Further Processing

If St Mary's Church wishes to use your personal data for a purpose not covered by this Data Privacy Notice, then we will seek your prior consent.

## 11. Contact Details

For any enquiry concerning GDPR, please contact the Data Controller at [gdpr@plumtree.church](mailto:gdpr@plumtree.church)

You can also contact the Information Commissioners Office:

- by phone: 0303 123 1113
- by email <https://ico.org.uk/global/contact-us/email/>
- by post to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.