



St Sebastian's Church, Wokingham

PRIVACY NOTICE

The Parochial Church Council (PCC) of St Sebastian's, Wokingham

Data protection in the UK is changing with effect from 25th May 2018 and the new law, the General Data Protection Regulation (the "GDPR"), gives individuals more rights over how information about them is stored and used by organisations such as the PCC of St Sebastian's Church, Wokingham. In particular we have to tell individuals what we are doing with the information we are storing and using and this Privacy Notice sets out to do just that.

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. The processing of personal data is governed by the GDPR.

2. Who are we?

The PCC of St Sebastian's, Wokingham 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?

We comply with our 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, i.e. the Parish of St Sebastian's and beyond;
- To administer membership records, i.e. to maintain a directory of church members;
- To fundraise and promote the interests of the charity;
- To administer the Electoral Roll;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To process gift aid applications;
- To inform you of news, events, activities and services running at St Sebastian's;
- To contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and include you in the Electoral Roll.
- 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 aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - 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 other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data for no longer than reasonably necessary and 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 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 we hold about you;
- The right to request that we correct 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 us 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 Commissioner’s Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 of complaints please, in the first instance, contact the Church Administrator, via office@stsebastians.org.uk, 01344 761050, St Sebastian’s Parish Centre, Nine Mile Ride, Wokingham, Berkshire RG40 3AT.

You can contact the Information Commissioner’s 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.

¹ 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/more/libraries-and-archives/records-management-guides>