



# THE BENEFICE OF GREAT AMWELL WITH ST. MARGARETS AND STANSTEAD ABBOTS

## DATA PRIVACY NOTICE

### St Andrew's, Stanstead Abbots Parochial Church Council (PCC)

### St John the Baptist, Great Amwell with St Mary the Virgin, Stanstead St Margarets PCC

#### 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 General Data Protection Regulation (the "GDPR").

#### 2. Who is the 'data processor'?

The 'data controller' decides how your personal data is processed and for what purposes. Here it is the two PCC's (above, contact details below).

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

The above PCC's comply with their obligations under the "GDPR"

by keeping personal data up to date;

by storing and, in due course, 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 these parishes
- To communicate with regular attendees;
- To fundraise and promote the churches;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To retain your contact details required for the purpose of advertising within the Villages Magazine
- To inform you of news, events, activities and services within the 3 Churches parishes (see above);

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

- Your explicit consent so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is carried out by us as a not-for-profit body with a religious 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 ministry to other church members or for purposes connected with the church. This also applies to the storage of data relating to the production of The Villages Magazine. We will only share your data with third parties outside of these parishes 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 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 (these are stored in the Diocesan archives when complete. Contact [HALS](#)).

## 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 the PCCs of the 3 Churches holds about you;
- The right to request that the PCCs of the 3 Churches 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 PCCs of the 3 Churches to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the PCCs provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- 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 in the first instance contact the Benefice Administrator at [admin@3churches.net](mailto:admin@3churches.net), 01920 870115 or 25 Hoddesdon Road, Stanstead St Margarets, Herts. SG12 8EG (Mondays, Wednesdays and Thursdays 9.15am-2.15pm).

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.

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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>