

The Parochial Church Council of St Mary's Watford

DATA PROTECTION NOTICE

Your personal data – what is it?

The processing of personal data is governed by *the General Data Protection Regulation 2016/679 (the "GDPR")*. 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' (see below) possession or likely to come into their possession.

Who is the data controller?

The PCC of St Mary's Watford is the data controller. This means it decides how your personal data is processed and for what purposes. The PCC's contact details are below.

How do we process your personal data?

The PCC of St Mary's Watford 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 data that is not required for its stated purposes; 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:

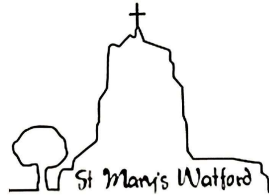
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the PCC;
- To manage our employees and volunteers;
- To maintain our own accounts and records including the processing of Gift Aid applications.
- To inform members of news, events, activities and services

What is the legal basis for processing your personal data?

- Explicit consent of the data subjects (i.e. you) so that we can keep you informed about news, events, activities and services and process your Gift Aid donations.
- For carrying out obligations under employment, social security or social protection legislation, or a collective agreement.
- Legitimate interests: processing is carried out in accordance with our religious aims provided that the processing relates only to present or former members or supporters, and there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and we will only share your data with third parties outside of the parish with your consent.



How long do we keep your personal data?

We keep your personal 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” a copy of 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.

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 PCC of St Mary's Watford holds about you;
- The right to request that the PCC of St Marys Watford corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data be erased where it is no longer necessary for the PCC of St Mary's Watford 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 be placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

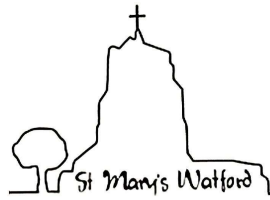
Further processing

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 setting out the relevant purposes and processing conditions and explaining this new use prior to commencing the processing. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please contact The Administrator, St Mary's, Church Street, Watford WD18 0EG. 01923 225189 or office@stmaryswatford.org.uk.

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.

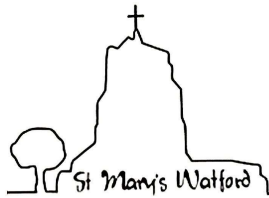


Date of next review

This policy will be reviewed at least every two years. The date of the next review is February 2024.

Policy approved by PCC of St Mary's Church Watford

Dated 21st February 2022



St Mary's, Church Street, Watford, WD18 0EG

To all members of St Mary's

As a result of a change in UK law on data protection, St Mary's now needs your consent to how the church contacts you. And in addition we need to tell you how we keep and use your data. Accompanying this form is a Data Protection Notice which gives details of St Mary's data protection policy. If you have any questions or concerns, please be in touch with the Vicar or a Churchwarden.

Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

I consent to the church contacting me by post, phone, email, or social media (please tick any of these that you find convenient).

By signing this form you are confirming that you have read the Data Protection Notice and that you consent to St Mary's holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

- keeping me informed about news, events, activities and services at St Mary's
- including my details on the St Mary's Electoral Roll
- using my personal medical and contact details (if already held by St Mary's) in the event of an emergency.

Signed: _____

Date: _____

Notes:

Where you do not grant consent we will not be able to use your personal data (so for example we may not be able to let you know about forthcoming services and events) except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Data Protection Notice" which is enclosed and is also available from the St Mary's website or from the Church Office.

You can withdraw or change your consent at any time by contacting The Administrator, St Mary's, Church Street, Watford WD18 0EG. 01923 225189 or office@stmaryswatford.org.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Please return this form to a Churchwarden or to the Church Office. Thank you for your cooperation.