



Vicar and the Parochial Church Council of the Ecclesiastical Parish of Ansdell and Fairhaven, St. Paul

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 are we?

The Vicar and the Parochial Church Council of the Ecclesiastical Parish of Ansdell and Fairhaven, St. Paul (the "Church") are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes. The Parochial Church Council of the Ecclesiastical Parish of Ansdell and Fairhaven, St. Paul is also a registered charity, No 1131961. (the Charity.)

3. How do we process your personal data?

The Church 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 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 fundraise 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, services and prayer lists running at the Church;
- To share your contact details with the Diocesan office so they can keep 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;
- To hold photographs in respect of events, activities and services at the Church; and,
- To prevent, detect and prosecute crime (through CCTV Systems and photographs).

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, prayer lists, services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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 St. Pauls church members in order to carry out a service to other St. Paul's church members or for purposes connected with St. Paul's church. We will only share your data with third parties outside St. Paul's church members and the Diocese with your consent.

6. How long do we keep your personal data¹?

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, along with other documents:-

- electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate;
- membership and involvement details up to 7 years after the calendar year to which they relate;
- contracts for the use and hire of the church hall etc. up to 7 years after the calendar year to which they relate;
- to hold CCTV records and photographs up to 7 years after the calendar year to which they relate; and,
- to hold historical records, including photographs and videos etc. in respect of events, activities and services at the Church, 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 the Church holds about you;
- The right to request that the Church 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 Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her 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*

¹Details 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>

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 the Church wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then the Church 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, the Church 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 Church i.e. the Vicar and the Parochial Church Council of the Ecclesiastical Parish of Ansdell and Fairhaven, St. Paul whom are the data controllers.

Parish Office:

Lake Road North, Lytham St. Annes,

Lancashire, FY8 1AG.

E- mail stpaulsoffice2@gmail.com

Tel: 01253 732939.

Vicar:

Fairhaven Vicarage, 83 Clifton Drive, Lytham St. Annes,

lancashire, FY8 1BZ.

E- mail vicar.stpaulsaf@gmail.com

Tel: 01253 734562.

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.