

PCC Data Privacy Notice

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity, Old Hill

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 PCC of Holy Trinity, Old Hill is a registered charity and 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?

Holy Trinity 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 and services running at Holy Trinity, Old Hill or organised by our official PCC Mission Partners.

We use our account on [ChurchSuite](#) to store and manage your data. If you opt in to receiving general emails, we use your name and email address in our account on [MailChimp](#) to send our regular news. We use the [LifeEventsDiary](#) for processing baptism, wedding and funeral details. If you contact us through our website, any details you enter there will be held on [Hubb.Church](#). We also use Microsoft365 for surveys.

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 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 or religious aim provided: - 1) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and 2) 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 Holy Trinity, Old Hill in order to carry out a service to other members of Holy Trinity, Old Hill or for purposes connected with Holy Trinity. To do this we use our Holy Trinity secure accounts with the following providers. Here is what information is stored on each:

Provider	Why?	Whose data?	What data?
ChurchSuite	Church database	Members of Holy Trinity Church	All the details you provide, plus information to help us manage church life – e.g. ministry and church involvement
MailChimp	Weekly Newsletter	Those who opt in to “General Emails”	First and last name and email address
Hubb.Church	Church website	Anyone who uses contact forms	Any information you provide by contacting us through the website
LifeEventsDiary	Management of baptisms, weddings and funerals	The people relating to the life event	All information relating to the people and details of the particular life event.
Microsoft 365	Surveys and forms	Those who use the forms	Only the data included on the form

We will only share your data with third parties outside of the parish with your consent.

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 [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 Holy Trinity holds about you;

- The right to request that Holy Trinity 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 Holy Trinity 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), (This 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, (This 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 of complaints please in the first instance contact the administrator: mail@holytrinity.org.uk

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.

(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>

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