**DATA PRIVACY NOTICE**

THE PAROCHIAL CHURCH COUNCIL (PCC) OF HOLY TRINITY, STALYBRIDGE

**Your personal data – what is it?**

The term ‘personal data’ refers to any information relating to a living individual that allows them to be identified from that data (e.g. name, photograph, video, postal address or e-mail address). Identification can be from the information alone or in conjunction with any other information we may hold. Since 25th May 2018, the processing of personal data has been governed by the General Data Protection Regulation (GDPR).

**Who are we?**

The Parochial Church Council (PCC) of Holy Trinity Church, Stalybridge are the data controllers. This means they decide how your personal data is used and for what purposes. Holy Trinity, Stalybridge is registered with the Charity Commission – our number is 1144765.

The incumbent is deemed to be a separate data controller and they have their own Data Privacy Notice.

**How do we process your personal data?**

The term ‘data processing’ describes what happens to your data; at Holy Trinity, Stalybridge this includes actions such as collecting, storing, organising, retrieving, sharing or destroying data. Your data may be held in paper or electronic form.

The PCC of Holy Trinity, Stalybridge will comply with its legal obligations under the GDPR by:

* Being clear on how and why we process your personal data.
* Not collecting or retaining more data than we need.
* Keeping personal data up to date.
* Putting procedures and technical measures in place to protect data from loss, misuse, unauthorised access and disclosure.

**What personal data do we process?**

The data we process includes:

* Contact details such as titles, names, telephone numbers, addresses, and e-mail addresses.
* Photographs and videos.
* Demographic information such as gender, age, date of birth, marital status.
* Financial identifiers such as bank account numbers, sort codes or payment card numbers.
* Prayer requests where an individual may be identifiable.
* Information regarding your children, including basic medical details, parent/guardian contact details and group attendance.

The data we process may constitute sensitive personal data (also known as special category data) because, as a church, the fact that we hold your data is suggestive of your religious beliefs.

**Why we process your personal data and our legal basis for doing so?**

We use your personal data for purposes of church administration, function and communication. These can be grouped under legal basis for processing as follows:

# Legitimate interests

* Ministering to you and providing you with pastoral and spiritual care e.g. visiting when you are ill or bereaved, offering support or responding to requests for prayer.
* Providing voluntary services for the benefit of the public.
* Maintaining membership records and related lists.
* Fundraising and promoting the needs of the church by non-electronic means.
* Keeping you informed about news, events, activities and services at Holy Trinity, Stalybridge by non-electronic means.

# Legal obligations

* Conducting services such as baptisms, weddings, confirmations and funerals and keeping records of these as required.
* Maintaining church accounts and records (e.g. processing Gift Aid applications or submitting church accounts to an independent auditor).
* Meeting Church of England and or Charity Commission governance rules e.g. publishing Banns of Marriage under Cannon Law, maintaining and publishing the Electoral Role.
* Fulfilling legal obligations and responsibilities, e.g. protection of children and vulnerable adults, health and safety requirements.

*Performance of a contract*

* Venue hire

# Consent

* Maintaining a church directory so that others within the church fellowship can contact you.
* Producing and using photographs, videos or audio recordings to promote or record church events e.g. for the Church website or for end of year presentations at the APCM. We also record sermons for the web page.
* Using electronic communication methods to keep you informed about news, events, activities and services at Holy Trinity, Stalybridge.

Where consent is the legal basis for processing, we request that you complete a consent form to authorise processing. You may withdraw consent at any time by contacting the PCC (see below for further details).

**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 church members or for purposes connected with the church. We will only share your personal data with third parties outside of the parish with your consent except in certain limited situations, such as use of a GDPR compliant service provider

e.g. for accountancy purposes; where required to do so by law or to protect members of the public from serious harm.

**How long do we keep your personal data?**

We keep some records permanently where we are required to do so. We may keep some other records for an extended period of time. Specifically, we retain electoral roll data whilst it is still current; financial records for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals, banns of marriage and confirmations) permanently. In general we will take appropriate measures to keep data only for as long as we need it. This means we will delete it when it is no longer needed. For further details of how we keep personal data, please refer to the Records Management Guide ‘Keep or Bin: Care of Your Parish Records’ which we use as a reference source to help determine how long data should be kept (available from the Church of England website).

**Your rights and your personal data.**

You have the following rights with respect to your personal data:

* The right to request a copy of any personal data which the PCC of Holy Trinity, Stalybridge holds about you. Please make this request in writing to the address below. Once we have received your request, we will respond within 30 days.
* The right to request that the PCC of Holy Trinity, Stalybridge corrects any personal data if it is found to be inaccurate or out of date. Corrections will be carried out as soon as possible.
* The right to request that your personal data is erased where it is no longer necessary for the PCC of Holy Trinity, Stalybridge to retain the data. We will either confirm that the data has been deleted or explain why it cannot be deleted.
* The right to withdraw your consent to the processing of your personal data. We will acknowledge the withdrawal of consent where applicable.
* The right to request that the PCC of Holy Trinity, Stalybridge transfer some of your data to another controller (known as the right to data portability). We will comply with your request, where it is feasible to do so, within 30 days.
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing.
* The right to object to the processing of your personal data. • The right not to be subject to automated decision-making.

**Further processing.**

If we wish to use your personal data for a new purpose, not covered by this data privacy notice, then the PCC of Holy Trinity, Stalybridge will first provide you with a new notice setting out the relevant purpose and processing conditions. Whenever and wherever necessary we will seek your prior consent to the new processing.

**How you can contact us?**

Please contact the PCC of Holy Trinity, Stalybridge in the first instance if you have any questions about this data privacy notice, or if you wish to exercise any of the rights listed above. Contact details are as follows:

Phone: 0161 304 9308

Email: [admin@hts.church](mailto:admin@hts.church)

Postal address: ‘The Data Protection Representative’, Holy Trinity church office, Corporation Street, Stalybridge, SK15 2JS.

You also have the right to complain to the Information Commissioner’s Office on 0303 123 1113, via email at https://ico.org.uk/global/contact-us/email/ or by writing to the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.