

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Nicholas Dunnington

Charity Registration No. 1178934

'A Christ-like presence with the people of Dunnington'

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 St Nicholas Dunnington is the data controller (for contact, see number 9 below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of St Nicholas Dunnington 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 of Dunnington;
- 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 St Nicholas Dunnington and the Benefice of Rural East York;
- 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.

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 process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations 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 members of the church to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish 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 electoral roll data; gift aid declarations and associated paperwork while they are still current, plus the six previous years from the last complete review. All copies prior to this date are added to our archived documents held by The Borthwick Institute in York. We keep parish registers (baptisms, confirmations, marriages, burials and memorial permissions) 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 PCC of St Nicholas Dunnington holds about you;
- The right to request that the PCC of St Nicholas Dunnington 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 PCC of St Nicholas Dunnington 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 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.

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>

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 Churchwarden, Peter Helm of St Nicholas Dunnington at the Parish Office; St Nicholas Church; Church Street; Dunnington YO195PW.

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.

10. Photographs, Videos and Other Media

The PCC of St Nicholas, Dunnington will use photographs, videos and other media formats to publicise the activities of St Nicholas, Dunnington and the Benefice of Rural East York and for no other purpose. If a person or persons used in the materials asks for it to be destroyed, that will be done. In general, the material will not be held for longer than necessary. However, some material may be collected as part of the historical record and archives of the church, in which case they may be held for an indefinite period.

Before photographing or filming children or vulnerable adults, the parent/guardian must be informed and their written permission obtained. (See attached form – St Nicholas Photograph and Media Consent Form). They will be told what the material will be used for and if the images are to be used on the web or on social media. Until the written permission of their parent/guardian is obtained, photographs and videos of children and vulnerable adults will not be taken.

Adults and young people will be asked to consent to being photographed or filmed. If they do not consent, they will not be photographed or filmed.

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DATA PRIVACY CONSENT FORM

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. Because of a change in UK law, we now need your consent as to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form, you are confirming that you are consenting to St Nicholas church, Dunnington holding and processing your personal data to keep you informed about news, events, activities and services at St Nicholas.

I consent to the church contacting me by post phone or email. ((please tick the boxes where you grant consent): -

Signed: _____ Dated: _____

If 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 this Privacy Notice.

You can withdraw or change your consent at any time by contacting the Churchwardens or PCC Secretary at St Nicholas Church, Dunnington, YO195PW. Details of current office holders are listed in the Tower Room porch on the public notice board. 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.

