



The Parish of St. Margaret, Holyrood, Prestwich

St. Margaret's, Prestwich & St. George's, Simister

Data Privacy Notice – how we use your information

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Data for example can be a name, photograph, email address, bank details, posts on social networking websites, medical information, or a computer IP address. Identification can be by the data 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 (GDPR).

2. Who are we?

The PCC of St. Margaret, Holyrood, Prestwich 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?

The PCC of St. Margaret, Holyrood, Prestwich complies with its obligations as a data controller under the GDPR by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure; and
- ensuring that appropriate technical measures are in place to protect personal data.

4. Why do we process your 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 carry out comprehensive safeguarding procedures and checks in accordance with best safeguarding practice from time to time;
- To inform you of news, events, activities and services running within our Parish;
- Mailings (by email and/or hard copy)
- To operate website and deliver services that individuals have requested.
- ENews (a subscription email service from which you can unsubscribe at any time)

5. What is the legal basis for processing your personal data?

- To enable us to 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;
- We can process information about your religious beliefs where that processing relates 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

In all other instances your explicit consent will be obtained.

6. 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 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.

7. 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 below)

Specifically, retained are:

- Parish registers (baptisms, marriages, funerals) permanently;
- Minutes of our PCC meetings permanently;
- 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; (HMRC require us to retain financial records for a minimum of 7 years)

We aim to keep data only for as long as is necessary and we will delete it when it is no longer required.

8. 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 we hold about you;
- The right to request that personal data is corrected 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 us to retain such data;
- The right to withdraw your consent to the processing at any time, which you can easily do by using the contact details below;
- The right to data portability which is to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller (where applicable);
- 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);
- The right to lodge a complaint with the Information Commissioner's Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

10. Contact Details

To exercise all relevant rights and make queries or complaints please in the first instance contact the Data Protection Officer care of:

Address: St. Margaret's Church; St Margaret's Road Prestwich; Manchester;

Alternatively, you can contact the Information Commissioners Office:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113

Email: <https://ico.org.uk/global/contact-us/email/>

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>