

Policy document

Title	Data Privacy Notice
Approved by	PCC
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Who We Are:

The parish of St George and St Paul's Tiverton is the data controller. This means that it decides how your personal data is processed and for what purposes. The administrative office is based at St Paul's Church Office, Church Street, Tiverton EX 16 5HU, telephone number 01884 255082

Your Personal Data - and 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 controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

Personal data we hold will include some basic details such as names, addresses, contact details, plus the dates of birth of children below the age of 16. The data may also include special categories of data including health information such as dietary requirements. We will always ask you if it's alright to record special categories of information and you can say no.

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations, and the Data Protection Act 2018.

We ensure that we obtain your consent to process your personal data freely and in a positive manner and you can withdraw that consent easily and quickly in writing or by email.

How Do We Process Your Personal Data?

We comply with the obligations under the GDPR regulations 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

What Do We Use Your Data For?

We may use your data for the following purposes:

- To enable us to provide a voluntary service to the benefit of our members within the Parish of St George and St Paul's Church, Tiverton
- To administer the records of people in leadership, e.g. those requiring safeguarding training
- For promoting the interests of the church
- Managing our employees and volunteers
- Maintain our own accounts and records, including the processing of gift aid applications
- Inform members of news, events, activities and services running within the church or further afield through:
Mailings by email &/or hard copy

Who Will See Your Personal Data?

Your personal data will be treated as strictly confidential and will only be shared according to the level of visibility you have permitted within ChurchSuite, within the membership of the Parish of St George and St Paul's Church, and externally with the Diocese of Exeter. In certain circumstances we may need to share information with external organisations, such as the Local Authority, Social Services or the Police. This will only be done when strictly necessary and the information will be limited to what is appropriate to the specific circumstances. This could include any safeguarding concerns we may have, or information we believe may indicate that someone could be at risk of harm.

How Long Do We Keep Your Personal Data?

We keep data in accordance with the guidelines set out in the guide "Save or Delete: The Care of Diocesan Records" which is available from the Church of England website at <https://www.churchofengland.org/more/libraries-andarchives/records-management-guides>

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 the personal data which the church holds about you, and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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 that 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 of personal data at any time
- The right where there is a dispute in relation to the accuracy or processing of your personal data, to a restriction is placed on further processing (where applicable)
- The right to lodge a complaint with the Information Commissioner's Office

Contact Details:

To exercise all relevant rights, queries or complaints, please in the first instance contact the data processor at the church office on 01884 255082 or by emailing office@tivertonchurch.org. Alternatively, you can contact the Information Commissioners Office, on 0303 123 1113, or via email <https://ico.org.uk/global/contact-us/email/> or at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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