



DATA PRIVACY NOTICE

The Parochial Church Councils of Almouth, Lesbury, Longhoughton, Howick, Embleton (with Craster and Newton), Rennington & Rock COASTLAND CHURCHES

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 PCCs of each of the Coastland Churches are the data controllers (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 PCCs comply with their 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 the parishes by maintaining registers / records of baptisms, marriages, funerals and burials
- To administer membership records including the Parish Electoral Rolls;
- To fundraise and promote the interests of the churches;
- To manage our volunteers;
- To maintain financial accounts and records (including the processing of Gift Aid declarations);
- To inform you of news, events, activities and services at our individual churches
- In the case of office holders, 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 about Diocesan events.
- Processing is necessary for carrying out **legal obligations** in relation to Gift Aid and the Electoral roll
- Processing is carried out 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 specific 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.

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 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 a PCC holds about you;
- The right to request that a PCC 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 a PCC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to lodge a complaint with the Information Commissioners Office.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Priest in Charge,

Rev Alison Hardy at revalisonhardy@gmail.com or 07503 942011 / 01665 571314

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>

