

## Data Privacy Notice

This Privacy Notice is provided by the Stoke Poges Parochial Church Council to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

### 1. Data Controller

The data controller is:

The Stoke Poges Parochial Church Council (the Stoke Poges PCC)  
Church Office, St Andrew's Church Centre, Rogers Lane, Stoke Poges, SL2 4LN  
01753 642331 [office@stokepogeschurch.org](mailto:office@stokepogeschurch.org) <https://www.stokepogeschurch.org/policies>

### 2. Why we collect and use your personal data

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 (GDPR).

The Stoke Poges PCC 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 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 inform you of news, events, activities and services running at Stoke Poges Church;
- 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.

### 3. The categories of personal data we collect are:

- Name and contact details
- Visual images - photographs, video, live streaming
- Interests and previous participation in church activities to enable us to inform you about future events which may interest you.
- Demographics such as age group and family groups to help plan and provide appropriate activities e.g. parenting courses, bereavement support.

#### **4. The lawful 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. Where we collect your data from**

Wherever possible, we will collect data directly from you. We may also collect data from a family member or person with power of attorney, Stoke Poges Good Neighbour Scheme, a funeral director in order to offer relevant services.

#### **6. Sharing personal data**

Your personal data will be treated as strictly confidential and will only be shared with the Stoke Poges PCC and your local diocesan office and with other church members for purposes connected with the church.

We will only share your data with third parties outside of the church with your consent.

#### **7. How long do we keep data?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

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.

#### **8. Your rights and your personal data**

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the Stoke Poges PCC holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the Stoke Poges 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 the Stoke Poges PCC to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;

- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

## 9. Concerns and/or complaints

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Parish Administrator at [office@stokepogeschurch.org](mailto:office@stokepogeschurch.org) or 01753 642331

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF. [Data protection and personal information complaints tool | ICO](#)

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Approved on: \_\_\_\_\_ Next review date: \_\_\_\_\_

Signed by: \_\_\_\_\_