

## PRIVACY NOTICE

Your privacy is important to us. We are committed to safeguarding the privacy of your information in accordance with the General Data Protection Regulations.

At the end of this document is a **Consent Form**. It deals with how you want us to communicate with you and tells us what consents you are giving to how we use your personal information.

This is important. Please complete and return it addressed *Privacy Reply, Parish Office, Parish Church Hall, Church Road, Leatherhead KT22 8BD* either to the Parish Office or via the Blue Box in church.

### **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

### **Who are we?**

The PCC of St Mary & St Nicholas with All Saints, Leatherhead (“our PCC”) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **How do we process your personal data?**

The 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:

1. To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
2. To administer membership records.
3. To fundraise and promote the interests of the charity. This may include information about campaigns, appeals, other fundraising activities.
4. To manage any employees and volunteers.
5. To maintain our own accounts and records (including the processing of Gift Aid applications).
6. To inform you of news, events, activities and services running in the parish of St Mary & St Nicholas with All Saints Leatherhead.
7. To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).

8. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
9. To enable members of the clergy and pastoral assistants to minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved).
10. To enable us to be able to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals.
11. To notify you of changes to our services, events and role holders.
12. To operate our web site and deliver the services that individuals have requested.
13. To seek your views or comments.
14. *If you are in a role that the Diocese needs to know about*, 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 (*see Consent Form*).

### **What is the legal basis for processing your personal data?**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the Electoral Roll (name and address) for checking, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities or the maintenance of church property.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use. For example, we seek your consent so that we can keep you informed about news, events, activities and services, and to process Gift Aid donations (*see Consent Form*).

### **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 (*see Consent Form*).

### **How long do we keep your personal data?**

We keep your personal data for no longer than is reasonably necessary and 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.

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.

### **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:

1. The right to request a copy of your personal data which our PCC hold about you;
2. The right to request that our PCC correct any personal data if it is found to be inaccurate or out of date;
3. The right to request your personal data is erased where it is no longer necessary for our PCC to retain such data;
4. The right to withdraw your consent to the processing at any time where your consent is the legal basis for holding or processing your data.
5. 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;
6. The right to lodge a complaint with the Information Commissioners Office.

### **Further processing**

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

### **Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact our PCC Secretary or Parish Administrator via our Parish Office: *Parish Office, Parish Church Hall, Church Road, Leatherhead KT22 8BD* or via our website <http://leatherheadparish.com/contact-us/>

You can contact the Information Commissioners Office on 0303 123 1113 or via the following online form <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Parochial Church Council (P.C.C.) of the Ecclesiastical Parish of St. Mary and St. Nicholas with All Saints Leatherhead is a Registered Charity, number 1132607.

This page is deliberately blank to allow you to detach and return the Consent Form  
but keep our Privacy Policy for future reference.

## CONSENT FORM

PLEASE (1) COMPLETE THIS PAGE (2) DETACH IT AND (3) RETURN IT TO: THE PARISH OFFICE, PARISH CHURCH HALL, CHURCH ROAD, LEATHERHEAD KT22 8BD - OR VIA THE BLUE BOX IN CHURCH, IN AN ENVELOPE MARKED 'PRIVACY REPLY'. Thank you.

Your privacy is important to us, and we want to communicate with church members in a way which has their consent in line with UK law on Data Protection. We now need your consent to **how** and **about what** we may contact you.

**HOW** - these are not preferences, please tick *all* that we may use:

by email (if you have it)       by post       by phone

**ABOUT WHAT** - by signing this form you are also confirming that you are consenting to our PCC holding and processing your personal data for the following purposes, *(please tick the boxes where you grant consent):-*

to keep me informed about news, events, activities and services in the parish of St Mary & St Nicholas with All Saints Leatherhead (note you can unsubscribe from the parish e-bulletin at any time);

*(applies only to staff, our PCC, Synod Reps and others running Diocese related activities)* to share my contact details with the Diocese of Guildford so they can keep me informed about news, events, activities and services in the Diocese directly relevant to my role.

**I DO / I DO NOT** give consent for my personal data from my Electoral Roll Enrolment Form to be used for **other than** Electoral Roll purposes **in this Parish**.

**SIGNED:**

**dated:**

**FULL NAME IN CAPS Mrs/Miss/Ms/Mr:**

If we wish to use your personal data for a purpose not covered by the above consents we will contact you to explain why further consent is being sought.

You can grant consent to all the purposes; one of the purposes or none of the purposes. *Where you do not grant any 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.*

How we use your data has been described in this *Privacy Notice*. You can withdraw or change your consent(s) at any time by contacting the Parish Administrator at our Parish Office. 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.

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