

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of The Church of the Good Shepherd, Four Marks



The following document sets out the Privacy Notice of the Parochial Church Council of the Church of the Good Shepherd, Four Marks (referred to as “Church of the Good Shepherd, Four Marks,” “we” and “us.”

Summary

We take your personal privacy seriously. The personal details that you provide to use are treated as strictly confidential.

We will only contact you about the events, activities or roles/duties that you have agreed to receive information about. We only contact you in the way(s) that you have told us are ok to use.

We do not use your information for any purpose outside of the ones that we made you aware of at the time that you gave us those details.

We do not share your information with any third party without your consent (unless obliged by law).

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data, either directly from that information or in conjunction with any other information we have. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

The PCC of the Church of the Good Shepherd, Four Marks 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 (use) your personal data?

We comply with our 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 inform you of news, events, activities and services running at the Church of the Good Shepherd;
- To manage, plan and improve our service, activities and events;
- To administer membership records;
- To enable us to provide a voluntary service for the benefit of the public in Four Marks and beyond;
- To fundraise and promote the interests of the church (as a charity);
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications).

4. What is the legal basis for us processing (using) your personal data?

- Your explicit consent 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.
- Legitimate interests so that activities, events and operations of the Church of the Good Shepherd, Four Marks may be planned, run safely and legally, and with appropriate levels of resources and equipment, and monitored for operational and management purposes.
- 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. 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, or where obliged by law.

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 keep:

- Electoral roll data while it is still current;
- Gift aid declarations and associated records permanently;
- parish registers (baptisms, marriages, funerals) permanently;
- Details relating to children’s, young people’s and vulnerable adults’ activities and events for at least 50 years after the last activity

7. Internet and Digital Services

The Church of the Good Shepherd, Four Marks runs a website and visits to that website capture certain information such as the type of browser used to access the site, IP address of the device used, pages viewed.

This information will not be used by us to identify individuals and will only use the data to identify trends and patterns of usage to improve our services.

We also use digital services, such as Twitter, Facebook, Instagram, and YouTube, to communicate images, audio, video and information relating to events, activities and the service provided. These are used to promote upcoming activities or to provide memories of historical events. These services will only be used to make direct contact with you about services, activities, events, etc. that you have agreed to receive information about.

[Please note, these accounts are publicly available and our posting/publishing of information to those public accounts is not tailored to specific personal preferences; signing up/subscribing to those accounts will deliver information non-specifically.]

Personal information provided by yourself on those services, and by your use of them, is subject to the Privacy Notice of the respective service provider (i.e. Facebook, Twitter, Instagram, etc.).

We use the data you provide relating to those services (e.g. likes, follows, re-tweets, comments) made upon those Church of the Good Shepherd accounts in order to improve our service. This will be performed in an anonymised or pseudonymised fashion so that only trends of usage and uptake of the services are monitored. It will not be used to identify or track individual’s behaviour.

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

All images, videos, audio files and information used on the internet and digital services published by the Church of the Good Shepherd are used with the subject's permission and the permission of the owner of the material.

Please note that the audio of sermons and some events are recorded and made available publicly to listen to later; background noise may be picked up during recording which can include your voice.

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 we correct 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 us to retain it;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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, queries of complaints please in the first instance contact:
Church Administrator, Church of the Good Shepherd, Lymington Bottom, Four Marks, Hampshire, GU34 5AA
cogsoffice@googlemail.com | 01420 560622

You can contact the Information Commissioners Office:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF via email
<https://ico.org.uk/global/contact-us/email/> | 0303 123 1113