

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Andrew's Church, Tiverton

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 PCC's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Who are we?

The PCC of St Andrew's Church, Tiverton decides how your personal data is processed and for what purposes.

How do we process your personal data?

The PCC of St Andrew's Church, Tiverton complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it safely; by not collecting or retaining excessive amounts of data.

We use your personal data for the following purposes:-

- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events, activities and services at St Andrew's.
- To produce and display rotas for services and other church activities.
- To include your details in the Parish Magazine, where relevant.
- To include your details on St Andrew's Church websites, where relevant.
- 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.
- To share your contact details with NHS Test and Trace only if asked, in the event that it is needed to help stop the spread of coronavirus. We will not use these details for any other purposes or pass them on to anyone else.

What is the legal basis for processing your personal data?

Your explicit consent so that we can keep you informed about news, events, activities and services, process your gift aid donations, keep you informed about diocesan events, and share your contact details with NHS Test and Trace if asked.

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.

How long do we keep your personal data?

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. In line with guidance issued by the Department for Health and Social Care, NHS Test and Trace data will be kept for 21 days before secure disposal.

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 the PCC of St Andrew's Church, Tiverton holds about you.
- The right to request that the PCC of St Andrew's Church, Tiverton 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 PCC of St Andrew's Church, Tiverton to retain such data.
- The right to withdraw your consent at any time.

Further processing

If we wish to use your personal data for any other purpose not covered by this Data Protection Notice, we will contact you.

Contact details

Please contact our Parish Administrator if you have any questions.