

# DATA PRIVACY NOTICE

## The Parochial Church Councils of the Portway and Danebury Team Ministry Over Wallop PCC

### 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 PCC of Over Wallop 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 your personal data?

The PCC of Over Wallop 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 may use your personal data for the following purposes (subject to your decisions on the consent form): -

- ✓ To enable us to provide a voluntary service for the benefit of the public in the Parish of Over Wallop and the Portway and Danebury Team.
- ✓ To administer membership records and the Electoral Roll;
- ✓ To fundraise and promote the interests of the PCC;
- ✓ To manage and communicate with our employees, members 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 in the parish of Over Wallop and the Portway and Danebury Team.
- ✓ 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 (yourself) so that we can keep you informed about news, events, activities and services, process your gift aid donations and keep you informed about diocesan events.
- ✓ 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 shall only share your data with third parties outside of the parish with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

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, confirmations, marriages, funerals) permanently. Names and addresses of wedding couples, parents and children after baptism, details of Next-of-kin after funerals are kept for up to six years

## **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 the PCC of Over Wallop holds about you;
- ✓ The right to request that the PCC of Over Wallop 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 Over Wallop to retain such data;
- ✓ 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 lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we shall 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 shall seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Team Rector at The Rectory, Station Road, Over Wallop SO20 8HT.

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.

Over Wallop PCC Data Control Representative:  
Mrs Sally Biles (details below on the Consent Form)

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<sup>1</sup> 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>

## Over Wallop Parochial Church Council Consent Form for Data Processing

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you.

Please fill in the contact details you are happy for us to use to communicate with you: by signing this form you are confirming that you are consenting to the PCC of Over Wallop holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent): -

Name:..... Address.....

Telephone..... Email address.....

- To keep you informed about news, events, activities and services;
- To contact you with surveys about current events;
- To share your contact details with the diocesan office so they can keep you informed about news and events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking;
- All of the above.]

By email [ ] by text [ ] by post [ ] by phone [ ]

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we shall not be able to use your personal data to send you papers, updates etc., except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the Team Rector [revd.phili.pdb@gmail.com](mailto:revd.phili.pdb@gmail.com) . Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

.....  
DATED

.....  
SIGNED

*If you are an adult signing on behalf of a person who is under 18, please give the name of the person for whom you are giving the consent*

NAME.....

Your relationship to them is as .....

### **Please return this form to**

Mrs Sally Biles , 3 South View Farm, Palestine, Andover SP11 7EQ  
or by email to [sallyejb@btinternet.com](mailto:sallyejb@btinternet.com)  
or you may hand it to a churchwarden at the church on a Sunday.