# Parish of Greenstead with St Anne

**Privacy Notice (Online)**

# Your personal data – what is it?

Personal Data is defined as “any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

**Special Categories of Personal Data**

Certain data are classified under data protection legislation as ”special categories” these are:

* Racial;
* Ethnic origin;
* Political Opinions;
* Religious Beliefs;
* Trade-union membership;
* Genetic Data;
* Biometric Data;
* Health Data;
* Data concerning a natural person's sex life;
* Sexual orientation.

# Who are we?

The Parish of Greenstead with St Anne comprises three churches: St Andrew’s, St Anne’s and St Matthew’s. The Parochial Church Council (PCC) of Greenstead with St Anne is the legal entity through which many of the diocesan responsibilities and functions are achieved. Both the PCC and the incumbent are data controllers. This means they decide how your personal data is processed and for what purposes.

# How do we process your personal data?

The Parish of Greenstead with St Anne complies with its obligations under the “GDPR” by:

* Keeping personal data up to date; by storing it securely;
* By not collecting or retaining excessive amounts of data;
* By protecting personal data from loss, misuse, unauthorised access and disclosure;
* By ensuring that appropriate technical measures are in place to protect personal data;
* By ensuring that data is destroyed securely when it is no longer required.

The overarching purpose for which we process personal data is to enable us to provide spiritual and pastoral care for the church community and the wider parish. We do this through regular services, pastoral ministry related to funerals, weddings, baptisms, and outreach.

In support of the overarching purpose, personal data would be processed to:

* Support the mission and ministry of the Church of England, enable pastoral ministry and support related to occasional offices;
* Enable us to organise rotas, small groups and communicate about the work of these groups, and manage volunteers;
* Enable to maintain appropriate safeguarding arrangements;
* Administer membership records, including the Electoral Roll;
* Maintain our own accounts and records (including the processing of gift aid applications);
* Inform members or those in contact with us as a result of a service or outreach project of relevant events, activities and services running in the parish.

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

We may process personal data under a variety of legal grounds. These may include:

* Processing in the legitimate interests of the Parish of Greenstead with St Anne or the legitimate interests of a related third party;
* Processing to comply with a legal obligation;
* Processing in order to fulfil a contractual obligation or pre-contractual obligation;
* Processing in a person’s vital interest;
* Processing where consent has been obtained.

# 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 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.

The Parish of Greenstead with St Anne complies with its obligations under the GDPR by:

* Keeping personal data up to date;
* Storing and destroying it securely;
* Not collecting or retaining excessive amounts of data;
* Protecting personal data from loss, misuse, unauthorised access and disclosure;
* Ensuring that appropriate measures are in place to protect personal data.

# 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 Parish of Greenstead with St Anne holds about you;
* The right to request that the Parish of Greenstead with St Anne 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 Parish of Greenstead with St Anne to retain such data;
* 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), (where applicable) [note this only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means];
* 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, (where applicable) [note this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics];
* The right to lodge a complaint with the Information Commissioners Office.

# Transferring personal information outside the European Economic Area

The Parish of Greenstead with St Anne will not transfer your personal information to countries outside the European Economic Area.

# Automated decision making

We do not envisage that any decisions will be taken about you based solely on automated decision making, including profiling. However, we will notify you in writing if this position changes.

# Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 or complaints in the first instance, please contact the Data Compliance Officer, Jo Nice at:

Phone: 07860859741

Email: jo\_nice@hotmail.com

For the Information Commissioners Office:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113

Email: https://ico.org.uk/global/contact-us/email/

# Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Parish of Greenstead with St Anne web page.

First approved by the PCC Committee: 08/06/20

Most recent review date: 06/22