

DATA PRIVACY NOTICE

Marshfield 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?

Marshfield PCC is the data controller (see 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?

Marshfield 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:

- To enable us to provide to carry out our duties as a PCC;
- To administer membership records of those on PCC and Electoral Roll;
- To fundraise and promote the interests of the Benefice;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To operate the Marshfield Benefice website and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at St. Mary's Church, within the Benefice, Deanery and Diocese.
- If relevant to the role you are undertaking, to share your contact details with the Deanery Secretary to administer membership records, to inform you of meetings, news, events, activities and services within the diocese that will be occurring and in which you may be interested.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, fundraising, activities and services and keep you informed about events within Marshfield Benefice.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law
- 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.

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/aboutus/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

5.Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only within the PCC. ***We will never share your data with third parties outside of the Marshfield PCC without your consent.***

6.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 [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, marriages, funerals) permanently.

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:

- to request a copy of your personal data which Marshfield PCC holds about you;
- to request that the Marshfield PCC corrects any personal data if it is found to be inaccurate or out of date;
- to request your personal data is erased where it is no longer necessary for Marshfield PCC to retain such data;
- 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;
- 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;
- to object to the processing of personal data;
- 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 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.

9.Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the PCC

Secretary at: melaniehardy.assist@gmail.com or

Revd Sally Wheeler at: marshfield.benefice@gmail.com

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.

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