**The Parochial Church Council (PCC) of**

**St Michael and All Angels, Bishops Cleeve, and The Church of the Ascension, Southam**

**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 Rector, Team Vicar and the PCC (Parochial Church Council) of St Michael and All Angels Church, Bishops Cleeve are the data controllers. This means they are accountable for how your personal data is processed and for what purposes. Shared controls and processes will be implemented for GDPR across St Michael and All Angels and The Church of the Ascension, Southam, ensuring PCC members and clergy accountable, understand and approve these controls.

**3. How do we process your personal data?**

The Rector, Team Vicar and PCC of St Michael and All Angels Church, Bishops Cleeve, and The Church of the Ascension, Southam 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 a voluntary service for the benefit of the public in a particular geographical area;
* To show activities on the Church website (https://www.stmichaelsbishopscleeve.co.uk) and Church Facebook pages (Public- St Michael and All Angels Church, Bishop’s Cleeve/ Closed groups associated with the Church) and deliver the services that individuals have requested;
* To administer membership records;
* To fundraise and promote the interests of the Church activities;
* To manage our employees and volunteers;
* To maintain our own accounts and records
* To inform you of news, events, activities and services running at St Michael and All Angels Church, Bishops Cleeve and The Church of the Ascension, Southam.

**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, activities and services.
* 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 for relevant purposes connected with the parish church. We will only share your data with third parties outside of the parish with your consent. Access to data is strictly controlled and must be agreed by the Rector, Team Vicar or Children and Families Minister.

**6. How long do we keep your personal data[[1]](#footnote-1)?**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 and parish registers (baptisms, marriages, burials and internments) 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: -

* The right to request a copy of your personal data which the PCC of St Michael and All Angels Church, Bishops Cleeve holds about you;
* The right to request that the PCC of St Michael and All Angels Church, Bishops Cleeve 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 Michael and All Angels Church, Bishops Cleeve to retain such data. Some data will be retained for legal purposes but will be archived and not proactively used.
* The right to withdraw your consent to the processing at any time
* The right to request that the data controllers 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.
* 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).
* 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 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 of complaints please in the first instance contact the Parish Administrator at admin.stmichael@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.

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> [↑](#footnote-ref-1)