

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Mary the Virgin, Linton

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 UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who are we?

The PCC of St Mary's, Linton 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 St Mary's, Linton complies with its obligations under the UK 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.

4. We use your personal data for the following purposes:

- to enable us to provide a voluntary service for the benefit of the public within the area covered by the Linton Team Ministry;
- to administer records of church membership;
- to fundraise and promote the interests of the charity;
- to manage our employees and volunteers;
- to record and administer marriages, deaths and baptisms;
- to maintain our own accounts and records (including the processing of gift aid applications);
- to inform you of news, events, activities and services running at St Mary's;
- to operate the church website and deliver the services that individuals have requested;
- to record and upload, or live-stream services from our church or online, in order to reach out to those who are unable to attend in person, or who wish to participate in our services remotely;
- to publicise events on social media or on our website;

When we share photographs and/or recorded or live-streamed services with the public, by uploading them to social media and other internet sites, such as Zoom, Facebook, etc., your data

may be stored outside the UK. Each platform has its own privacy policy which describes how your data is used and protected.

5. What categories of personal data do we collect?

We may collect written data (names, addresses, email addresses, telephone numbers), audio data (voice recordings) or images (films or photographs).

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

- We collect and use personal data using consent and explicit (written) consent.
- Processing is necessary to carry out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out only insofar as it relates to members or former members (or those who have regular contact in connection with those purposes).

7. Sharing your personal data

We will only share your data with third parties outside of the parish – such as uploading to the internet documents containing your personal data - with your explicit consent. Unless we have your explicit consent to share your personal data outside the church, it 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 you or to other church members or for purposes connected with the church. You may withhold your visual data by sitting in a ‘film free area’ of the church when filming is taking place; such areas will be clearly marked by notices in the church.

8. How long do we keep your personal data¹?

In keeping data we are guided by the recommendations set out on the Church of England’s website.¹

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

9. 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:

¹ [Records management guides | The Church of England](#)

- the right to request a copy of your personal data which the PCC of St Mary's, Linton holds about you;
- the right to request that the PCC of St Mary's, Linton 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 Mary's, Linton to retain such data. It may not always be possible, however, to withdraw your data because data cannot be permanently removed from the internet; nor can a group video or photograph be edited to remove your image.
- 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) [*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) [*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.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

10. 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.

11. Supplementary Privacy Notice

In addition to this Privacy Notice, the PCC has published an additional privacy notice relating to its collection of data for the Electoral Roll.

This is available on request or on the St Mary's website: [St Mary's Linton : St Mary's Linton \(stmaryslinton.org.uk\)](http://stmaryslinton.org.uk)

12. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at admin@stmaryslinton.org.uk

Further advice or help can be sought through 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.

Approved by St Mary's PCC, November 2021

Next review date: November 2024