

General Data Privacy Notice

The Parochial Church Council (PCC) of St Giles Church

St Giles Terrace, Northampton, NN1 2BN

Tel: 01604 628623 email: gdpr@stgilesnorthampton.org.uk

General Data Protection Regulation (GDPR) 25th May 2018

The General Data Protection Regulation replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection as to how their personal data is used by organisations.

The information you provide will be held under the General Data Protection Regulation (GDPR) 2018. We will do all we can to protect your privacy and to make sure any personal information you share with us is stored securely.

We value and respect everyone who has a connection with us. In line with our Christian beliefs, our aim is to be as clear as possible about how and why we use the information you give us. If your questions are not fully answered by the information below, please contact us.

By providing your personal details you agree to allow St Giles Church to contact you either on the basis of the consents you have given us or for our Legitimate Interests in accordance with current data protection regulations. We will only share your data with third parties outside of the parish with your consent.

1. Who are we?

The PCC of St Giles Church is the data controller. This means it decides how your personal data is processed and used.

2. 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).

3. How do we collect information about you?

We collect personal information from you in a variety of ways: e.g. if you complete a consent form, if you become a member, make a donation, book into an event, request a resource, give your details to a member of staff, if you complete a paper sign up form or card at an event.

4. How do we process your personal data?

The PCC of St Giles Church 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.

**Keeping us up to date with your details and contact preferences*

- Please tell us as soon as any of your contact details change so that we can keep our records up to date.
- You can change the way we contact you or the kind of material we send you at any time by contacting us by mail, phone or email using the contact details above.
- You can unsubscribe from our regular emails at any time by using the 'unsubscribe' or 'change preferences' links on the email you have received.

5. How do we use your personal data?

- To administer membership records;
- To inform you of news, events, activities and services running at St Giles.
- To process donations you may give us and maintain our own accounts and records (including the processing of gift aid applications);
- To organise rotas and other administrative tasks.
- To ask for financial and non-financial support, such as prayer.
- To customise the information we send to ensure we work in the most cost-effective way and only send information which is appropriate to you.
- To record your attendance or involvement at a St Giles event.
- To enhance or improve your experience on our website. When you indicate your preferences through the use of our site, we may use this information to personalise the site to better meet your needs.
- St Giles may carry out analysis of the personal information we collect about you to create a profile of your interests and preferences so we can contact you in the most appropriate way and with the most relevant information.

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 or 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. Viewing the Information we hold about you

You may request details of all the information St. Giles Church holds about you by submitting a written request to our data protection officer. Please write to: The Data Protection Controller, PCC, St Giles Church, St Giles' Terrace, Northampton, NN1 2BN or by telephone 01604 628623 or email: gdpr@stgilesnorthampton.org.uk

8. Who sees your information?

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 (church) with your consent.

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: -

- **The right to be informed** about the identity of St Giles and how St Giles intends to use your information (this is usually achieved through the Data Privacy Notice)
- **The right of access** to your personal data which St Giles holds about you.
- **The right to be forgotten** (erasure)- to request your personal data is erased where it is no longer necessary for the PCC of St Giles to retain such data;
- **The right to withdraw** your consent to the processing at any time.
- **The right to rectification** (correction) - to request that the PCC of St Giles corrects any personal data if it is found to be inaccurate or out of date.
- **The right to data portability** - 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 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.

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 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. Contact Details

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Church office at gdpr@stgilesnorthampton.org.uk.

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.