



## **DATA PRIVACY NOTICE**

### **DISLEY PAROCHIAL CHURCH COUNCIL PARISH OF ST. MARY THE VIRGIN, DISLEY WITH ST. JOHN THE DIVINE, FURNESS VALE**

#### **1. Your personal data - what is it?**

Personal data is any information that relates to a living individual who can be identified from that data alone or in conjunction with any other information in the data controller's possession or which it could access or which is likely to come into its possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

#### **2. Who are we?**

**Disley Parochial Church Council ("Disley PCC")** is the data controller and data processor (contact details below). This means it decides how your personal data is processed and for what purposes. Disley PCC is a charitable organisation and the governing body of the Church of England Parish of St. Mary the Virgin, Disley with St. John the Divine, Furness Vale ("the Parish"). The Parish is part of the Deanery of Chadkirk ("the Deanery") and the Diocese of Chester ("the Diocese"). The Parish is also a member of Disley Churches Together which is an informal ecumenical grouping of the Church of England, Baptist, Methodist and Roman Catholic Churches in the Parish ("Disley Churches Together").

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

Disley 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 religious services, pastoral care and other voluntary services for the benefit of the public in the Parish;
- To administer membership and congregational records;
- To fundraise and promote the interests of Disley PCC and the Parish and Disley Churches Together;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications and donations);
- To inform you of news, events, activities, initiatives and services running in the Parish or through Disley Churches Together;

- To share your contact details with the Deanery and the Diocese and Disley Churches Together so they can keep you informed about news, events, activities, initiatives and services that will be occurring in the Deanery or the Diocese or through Disley Churches Together and in which you may be interested;
- To operate the Disley Parish Website ([www.disley-parish.org.uk](http://www.disley-parish.org.uk)) to inform you of news, events, activities, initiatives and services running in the Parish and/or through Disley Churches Together and deliver events, activities and services that individuals have requested;
- To contact individuals via surveys and questionnaires to ascertain their views and opinions of current events, activities, initiatives and services or of potential new events, activities, initiatives and services.

#### **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, initiatives and services in the Parish; to enable Disley PCC to provide religious services, pastoral care and other voluntary services to you or for your benefit and/or for the benefit of the public in the Parish, to process your Gift Aid applications and donations and keep you informed about events in the Deanery or the Diocese or through Disley Churches Together; (Note: A copy of a Data Consent Form can be obtained from the Parish Website or from the Data Protection Officer -Details below)
- Processing is necessary for compliance with a legal obligation including 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;
- Processing relates to personal data manifestly made public by the data subject;
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

#### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Parish and/or Disley Churches Together in order to carry out a service to you or for your benefit or to or for the benefit of other Parish members or for purposes connected with Disley PCC, the Parish or Disley Churches Together. We will only share your data with third parties outside of the Parish with your consent.

## 6. How long do we keep your personal data<sup>1</sup>?

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 and graveyard records) 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 Disley PCC holds about you;
- The right to request that Disley PCC 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 Disley PCC 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) [*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.

## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data 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.

## 9. Contact Details

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<sup>1</sup> 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/more/libraries-and-archives/records-management-guides>

To exercise all relevant rights, queries of complaints please in the first instance contact the **Data Protection Officer**, Mrs. Jenifer Kidd of 12 Hillside Close, Disley SK12 2DL

Email: [jennythekidd@hotmail.com](mailto:jennythekidd@hotmail.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.