

**Verwood Parochial Church Council**  
(a Charity registered under no 1130729)  
**St Michael & All Angels Church, Verwood and All Saints Church, Three Legged Cross**  
(together called 'the church')

## **DATA PRIVACY NOTICE**

### **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?**

Verwood Parochial Church Council ('the PCC') has overall responsibility for data protection and authorises the delegation of data processing to members of staff, administrators and ministry leaders as appropriate for the effective running of the church. These persons are therefore data controllers and are responsible for fulfilling the requirements of the law regarding the secure and appropriate storage, processing, retention and deletion of data.

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

The 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 and by protecting it 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 provide a voluntary service for the benefit of the public in the parish
- to provide pastoral support for members and others connected with our church
- to inform you of news, events, activities and services in our parish and the wider church
- to administer membership and electoral roll records
- to fundraise and promote the interests of the Charity
- to provide the Diocesan Office with the details they require
- to maintain our own accounts and records (including the processing of gift aid applications)
- to manage our employees and volunteers
- to manage the use of church facilities, including the Parish Centre, by both members and non-members
- to respond effectively to enquirers and handle any complaints.

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

- your explicit consent so that we can keep you informed about news, events, services and wider church events, and/or
- processing necessary for carrying out obligations under employment, social security or social protection law, and/or
- processing carried out by a not-for-profit body with a political, philosophical, religious or trade union aim, provided that 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**

Personal data will be treated as strictly confidential and only be shared with ministry leaders and other church members for purposes connected with the church. We shall only share your data with third parties outside of our church membership with your consent. Data received from non-members will only be shared with those necessary to fulfil the purpose for which the data was provided.

## 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 on the Church of England website (See footnote 1 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: -

- the right to request a copy of any personal data which the PCC holds about you;
- the right to request the PCC to correct any personal data if it is inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for the PCC to retain it;
- the right to withdraw your consent to the processing at any time;
- the right to request that the PCC provide you with your personal data and, where possible, to transmit that data directly to another data controller (where we process 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;
- the right to lodge a complaint with the Information Commissioners Office (Details below).
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## 8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, we will provide you with a new notice explaining this new use and 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 Parish Administrator, The Parish Office, Manor Road, Verwood, BH31 6QE 01202 813256 [stmichaelsverwood@gmail.com](mailto:stmichaelsverwood@gmail.com) or contact one of our churchwardens.

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.

<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>