

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St George's, Swallowbeck, Lincoln

1. 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 possession of St George's Church or likely to come into the Church's possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of St George's, Swallowbeck oversees the control of all personal data collected and processed by the Church. 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 George's, Swallowbeck 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; by not keeping data any longer than necessary unless permission has been given; and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- To carry out our legal obligations in respect of Baptisms, Marriages and Funerals. Much of this information must be kept as it is a legal requirement to do so and cannot be removed or deleted from our records
- To keep all Financial, Gift Aid and Payroll records up to date and report, as necessary under our legal obligations to the HMRC, Charity Commission and to the Lincoln Diocese.
- To keep Church Electoral Roll, Membership, PCC Member, DBS check and Volunteer records up to date.
- To keep Swallows Nest Pre-school records up to date as required by Ofsted and Local Authority and to communicate with parents. See the separate privacy notice for Swallows Nest Pre-School.
- To enable us to communicate with our Congregation and Home Groups.
- To provide pastoral care.
- To enable us to provide a voluntary service for the benefit of the public as specified in our constitution.
- To fundraise and promote the interests of the St George's Charity – no. 1144018
- To operate the St George's Church web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services at St George's Church.
- To share contact details with the Diocesan office so they can keep members informed about news, events, activities and services that will be occurring in the Diocese and which may be of interest.

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

- Legitimate interests form the legal basis for processing personal data to keep you informed about news, events, activities and services and about Diocesan events and to enable communication between the Church, its congregation, Ministry team and Members.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, employment, social protection law, and collecting information regarding Marriages and Baptisms;
- Consent will be obtained for taking and using photographs for publication on our website or elsewhere;
- Processing of special category personal data (e.g. health data) is carried out by St George's Church provided: -
 - the processing relates only to members or former members of St George's Church (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 with other members of the church in order to carry out a service to you or other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent, except where we are required to do so by law.

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. 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>

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 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, or where GDPR is overridden by other legal obligations, 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 George’s, Swallowbeck holds about you;
- The right to request that the PCC of St George’s, Swallowbeck 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 George’s, Swallowbeck to retain such data (but this doesn’t apply if we have a legal obligation to retain it);
- Where processing is based on consent, the right to withdraw your consent to the processing at any time;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). (this only applies where the processing is based on consent or is necessary for the performance of a contract).
- 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. (only applies where processing is based on legitimate interests).
- 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. If 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 PCC Secretary / Parish Administrator at St George’s Church Office, St George’s Community Hall, Eastbrook Rd, Lincoln, LN6 7EP; or by e-mail: admin@stgeorgeslincoln.org.uk; or by telephone on (01522) 689033.

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.