

GENERAL PRIVACY NOTICE

What is a privacy notice?

A privacy notice is a document that publishes the way an organisation (in this case St John's) gathers, holds, communicates, and manages your personal information. It fulfils a legal requirement to protect your 'right to privacy' and our responsibilities.

Here at St John's we value the personal information entrusted to us and make sure we respect that trust.

You have the right to be informed about the collection and use of your personal information. This is a key requirement of data protection.

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, address, email address, photograph, video). Identification can be by the information alone or together with any other information.

The processing of personal data is governed by the Data Protection Act 2018, the General Data Protection Regulation 2016/679 (known as 'GDPR') and other legislation relating to personal data and rights such as the Human Rights Act 1998.

Who are we?

This privacy notice is provided by the Parochial Church Council (PCC) of the Parish Church of Little Thornton, St John the Evangelist which is the data controller for your data.

The PCC works together with the incumbent of the parish (that is, our vicar) and the Diocese of Blackburn. We need to share some personal data we hold with them so that they can carry out their responsibilities to the Church and our community.

How do we process your personal data?

The PCC of St John's, Little Thornton 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 may use your personal data for some, or all, of the following purposes:

- to deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as specified in our constitution
- to enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules)
- to minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals
- to carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments
- to administer membership records
- to fundraise and promote the interests of the Church and charity
- to maintain our own accounts and records
- to process a donation that you have made (including Gift Aid information)
- to seek your views or comments
- to notify you of changes to our services, events and role holders
- to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities
- to process a grant or application for a role.

What personal data do we process?

We may process some or all of the following, where necessary, to perform our tasks

- names, titles, and aliases, photographs
- contact details such as telephone numbers, addresses, and email addresses
- where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants

- where you make donations, or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers

The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law, to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It 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 with your consent.

In certain, very limited, situations we may be required to share your personal information by law or to protect members of the public from serious harm.

How long do we keep your personal data?

We will only keep your personal information for as long as is necessary to fulfil the purposes we collected it for.

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 at www.churchofengland.org

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.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold about you

You can ask us for copies of the information we hold, including a description of how it is processed and by whom. Once we have received your request we will respond within one month. There are usually no fees or charges.

2. The right to correct any mistakes

If the data we hold about you is out of date, incomplete or incorrect, please let us know and your data will be updated.

3. The right to request that your personal information is deleted (in certain circumstances)

If you feel that we should no longer be using your data, or that we are illegally using your data, you can request that we erase the data we hold.

It may be that we cannot delete your data because, for example, we need to retain it for regulatory purposes.

4. The right to object if you feel your information is not being processed securely or lawfully

You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request. (This right 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).

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

You can withdraw your consent by telephone, email, or by post (see contact details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

Further information relating to your rights can be found on the Information Commissioner's Office website at www.ico.org.uk

We do not transfer personal data outside the European Economic Area (EEA) other than the use of our communications platform. Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

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

Contact Details

Please contact us if you have any questions about this privacy notice, or the information we hold about you, or to exercise all relevant rights, queries or complaints at:

The Data Controller
St John's Church Little Thornton
Stanah Road
THORNTON CLEVELEYS
Lancs FY5 5JE

Telephone 01253 969492

email stjohnslittlethornton@gmail.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.

We will review our privacy notices from time to time to comply with privacy law, regulation, and best practice. Our most up to date version will always be on our website.