**DATA PROTECTION PRIVACY NOTICE**

**PAROCHIAL CHURCH COUNCIL OF WHATLEY (WHATLEY PCC)**

**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 (GDPR).

**Who are we?**

Whatley PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

**How do we process your personal data?**

The Church Warden is the PCC data controller. The only other member of the PCC who retains personal data is the Treasurer. Both comply with the GDPR obligations 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.

**Why we hold your personal data?**

To enable us to provide a voluntary service for the benefit of the public within Whatley Parish and on occasions within the Mells Group of 5 parishes (of which Whatley is one).

To administer the electoral roll.

To fundraise and promote the interests of the Parish.

To maintain our own accounts and records.

To operate the Mells Group web site (<http://www.mellsgroup.church>) and deliver the services that individuals have requested.

To inform individuals of news, events, activities or services running in Whatley Parish or the Mells Group of 5 parishes.

To process gift aid applications with HMRC. Your consent to use and store your personal data is given on each occasion of making a donation by completing the Gift Aid declaration on the envelope or by providing a standing order.

To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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

Processing is carried out by the Church Warden or Treasurer and relates only to parishioners or former parishioners (or those who have regular contact with the parish in connection with those purposes); and there is no disclosure to a third party without consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential and will be shared only with other members of Whatley PCC. We will only share your data with third parties outside of the parish with your consent.

**How long do we keep your personal data?**

We keep your personal data in accordance with the Church of England guidance.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paper work for 6 years after last gift claimed as required by HMRC and Parish Registers permanently.

The retention period of gift aid records is a legal obligation.

**Your rights and your personal data**

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

The right to request a copy of your personal data which the PCC holds about you.

The right to request that the 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 the PCC to retain it.

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 lodge a complaint with the Information Commissioners Office.

**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 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.

**Your personal data – what is it?**

The only data we retain will be – Name, Address, Phone number and Email address.

**Contact Details**

To exercise all relevant rights, queries or complaints please contact the Data Protection Officer at the Diocesan Office. The Old Deanery, Wells, Somerset, BA5 2UG.

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.

Whatley Church Warden and PCC Data Controller: Mrs Katie Gay, Little Combe, Whatley, Somerset, BA11 3JU.