

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of Holy Trinity Knaphill & St Saviour's Brookwood



#### 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?

The PCC of Holy Trinity Knaphill and St Saviour's Brookwood is the data controller (contact details below). 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 Holy Trinity Knaphill and St Saviour's Brookwood 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 deliver the Church's mission to our community, and to carry out voluntary or charitable activities for the benefit of the public in Knaphill and Brookwood and the surrounding area;
- To administer parish membership records;
- To fundraise, encourage giving to the church and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Holy Trinity & St Saviour's Churches;

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

Most of our data is processed because it is necessary for our legitimate interests. Processing for legitimate interest includes but is not limited to:

- Running of events, courses and activities;
- Administration duties pertaining to all volunteer projects run for the benefit of the community;
- 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 if you are an employee or providing financial information for HMRC in relation to gifts made under Gift Aid or where processing is necessary for carrying out obligations under employment, social security or social protection law;

We may also process data if it is necessary for the performance of a contract with you, or take steps to enter into a contract.

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

#### 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 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.

## 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 six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## 7. 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 your rights.

1. The right to access information we hold on you
2. The right to correct and update the information we hold on you
3. The right to have your information erased.
4. The right to object to processing of your data
5. The right to data portability
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner’s Office.

## 8. 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.

## 9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator via [welcome@htandstschurch.org](mailto:welcome@htandstschurch.org)

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.

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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>