

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of The Team Parish of Louth

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 (UK) General Data Protection Regulation ('GDPR').

2. Who are we?

This Data Privacy Notice is in respect of the Team Parish of Louth and encompasses its constituent churches, the Trinity centre and its approved projects and activities. Data controller for the Team Parish of Louth is the Parochial Church Council (PCC) (contact details below). Within the provisions of UK GDPR, the data controller decides how your personal data is processed and for what purposes in accordance with the provisions of this data privacy notice.

3. How do we process your personal data?

As data controller, the PCC complies with its obligations under the provisions of UK 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.

4. How we use your personal data

Your personal data is used to enable us to:

- Provide information to the public along with people, groups and organisations concerning the activities of the Team Parish of Louth and its constituent parts.
- Administer membership records (known as the Electoral Roll)
- Fund raise and promote the interests of the Team Parish of Louth,
- Manage our employees and volunteers,
- Maintain our own accounts and records (including the processing of Gift Aid applications),
- Inform you of news, activities and services and other events run by or promoted by the Team Parish of Louth.
- Share your contact details with the diocesan office of the Diocese of Lincoln so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested. This includes sharing your personal data with the Louthesk Deanery Office enabling the fulfilment of their obligations in regard to the administration of the Baptisms, Funerals, Weddings, Synodical Government, the processing of de-personalised statistics used in diocesan and national church surveys and record keeping and to fulfil legal obligations.

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

We keep your data in order to:

- Keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Enable us to carry out our legal obligations

6. Sharing your personal data

Beyond the purpose set out in clause 5, we will not knowingly disclose personal data held by the PCC to third parties without consent.

7. 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 [see footnote 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.

8. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- To request a copy of your personal data which the PCC holds about you,
- To request that the PCC corrects any personal data if it is found to be inaccurate or out of date,
- To request your personal data is deleted, except where it must be retained to fulfil, the PCC's legal duties
- To request in writing including by email that the PCC provide you with copies of records held about you or referring to you To request in writing including by email that we transmit your data directly to another data controller, (known as the right to data portability) for a purpose related to the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- To object to the processing of personal data, (where applicable) where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- To lodge a complaint with the Information Commissioners Office.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary.

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.

¹¹ 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>