



DATA PRIVACY NOTICE

Tettenhall Regis Parochial Church Council (PCC)

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?

Tettenhall Regis PCC, representing the churches of St. Michael and All Angels, Tettenhall, Holy Cross, Bilbrook, Christ the King, Aldersley and St. Paul, Pendeford (hereafter 'The PCC'), is the data controller (contact details below).

Each of the four churches is responsible for the manner in which it collects, stores and makes use of data for its own purposes, with the PCC having overall responsibility for data protection across the parish as well as the information that is collected, stored and utilised on behalf of the parish.

The PCC, in conjunction with the four District Church Councils (DCCs), decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To undertake those duties commensurate with our fundamental business: pastoral care (including funeral arranging, bereavement counselling and sickness visiting); conducting baptisms, confirmations, weddings and funerals
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To maintain our own accounts and records (including, but not exclusively, the processing of gift aid applications; weddings, baptisms and funerals);

- To inform people as appropriate of news, events, activities and services running in the parish and its churches.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (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 other church members or for purposes connected with the church. Unless otherwise indicated when consent is sought, your personal data will not be shared beyond the church for which it has been collected and we will not share your data with third parties outside of the parish other than with your explicit consent.

6. How long do we keep your personal data¹?

The following table indicates how long we retain personal data category-by-category:

Electoral Roll	Cycle – 6 years
Gift-aid declarations	6 years
Contact details relating to funerals	30 years
Contact details relating to weddings	30 years
Contact details relating to baptisms	30 years
Contact details relating to confirmations	30 years
Parish registers	Permanent
Sickness lists, including the Guild of St Raphael	Length of sickness

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, 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 Michael and All Angels, Tettenhall 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 such data;

¹ 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>

- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*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*];
- 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, (where applicable) [*Only applies 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*];
- 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 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.

The PCC will review this Data Protection Notice every 12 months.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Tettenhall Regis PCC, c/o the Parish Administrator, The Parish Office, Church Road, Tettenhall, WV6 9AJ. tettenhallregis@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.

EXPLAINING THE JARGON:

Personal data is information about a living individual which is capable of identifying that individual.

Processing is anything done with/to personal data, including storing it.

The **data subject** is the person about whom personal data are processed.

The **data controller** is the person or organisation who determines the how and what of data processing, in a parish usually the incumbent or PCC.

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