

The Parochial Church Council (PCC) of Holy Trinity Southwell

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 Southwell 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?

We collect non-personal data such as IP addresses, details of pages visited and files downloaded. Website usage information is collected using cookies, see the section on Cookies below.

The PCC of Holy Trinity Southwell 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 administer membership records;
- To fundraise 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;
- To share your contact details with the Diocesan office 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.

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 and keep you informed about diocesan events.
- 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. We will only share your data with third parties outside of the parish with your consent, unless we are required to do so to comply with other legislation (e.g. Safeguarding).

6. How long do we keep your personal data¹?

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.

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 Holy Trinity Southwell holds about you;
- The right to request that the PCC of Holy Trinity Southwell 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 of Holy Trinity Southwell to retain such data;
- 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 Commissioners Office.

8. Cookies

Every time you visit our website, it sends us a cookie. This is a text file that tells us about your visit. The information is all anonymous, so we're told about your computer, not you. And when the data comes to us it's bulked together with information from all the other visitors to our site. Cookies tell us, for example, about traffic data, location data, device information, the date and time people visit and the pages they visit.

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/sites/default/files/2017-11/care_of_pariah_records_keep_or_bin_-_2009_edition.pdf

Most major websites use cookies. You can find out more at <http://www.allaboutcookies.org/> or <https://www.aboutcookies.org/>.

To make the most of our website you should leave cookies turned on, otherwise you might not be able to see all of our site.

Cookies help us:

- customise what you see when you visit our site, and help us understand what would interest you
- process any requests, applications or transactions
- do our internal administration and analysis

You can turn off cookies on most browsers. To find out how, use the help function.

There are a few external companies that we work with who set cookies on our website. These cookies are mainly used for reporting and advertising so we can improve the way we communicate.

We use websites like Youtube and Vimeo to embed videos, and they may send you cookies too. We don't control the setting of these cookies, so check those websites for more information. We also use 3rd party apps to display our calendars and they may use cookies too.

We also uses companies like Wix, which hosts our website which use cookies.

You can opt out of Google's tracking cookies any time you want. Google uses cookies to match adverts with your preferences so they're more relevant to you. If you don't want to see adverts from us based on that information, you can use [Google's Ad Personalisation Tool](#).

All information we get through Google's cookies is anonymous, it just helps us understand how people use our website and app and which pages are more popular. If you don't want Google to include you in this information, you can install the [Google Analytics Opt Out Tool](#).

You can also visit the [Digital Advertising Alliance](#) website to personalise your advertising preferences.

As some of these services may be based outside of the UK and the European Union, they might not fall under the jurisdiction of UK courts. If you're worried about that, you can change your cookie settings (see above). Or for more information, <https://ico.org.uk/>

9. 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.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Church Administrator at Holy Trinity Church Southwell, Westgate, Southwell. NG25 0LD.

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.