

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. The Holiday Club will be conducted in conjunction with other churches in Southwell under the name of "Collaborate" but Holy Trinity PCC will be the lead organisation and data will be held by Holy Trinity and shared with partner organisations as describe below. The other Churches involved in Collaborate are:

Southwell Methodist Church
Southwell Baptist Church
Southwell Minster
Riverside Church

3. How do we process your personal data?

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, in conjunction with the other churches involved in the Holiday Club the service described as "Collaborate Holiday Club";
- 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 relating to the current and Future Holiday clubs ;
- To share your contact details with the other churches involved in Collaborate so they can keep you informed about events, activities and services that will be occurring 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 payments and keep you informed about 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 churches in the Collaborate group for purposes connected with the churches. We will only share your data with third parties outside of the collaborate group of churches 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] and specifically for 18 months so that children from preceding years can be invited to attend the following years holiday club and other Collaborate events during that period.

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. 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

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

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.