

## PRIVACY POLICY

This document outlines your rights and our responsibilities to you as a parishioner with regard to the General Data Protection Regulation 2016/679, (the "GDPR").

If you hold an office within the parish, for example, as a lay or ordained minister, a member of the Parochial Church Council, (PCC), or have contact with children or vulnerable adults as part of your role within the parish, other requirements may also apply.

The parish of Christ Church Walmsley with St. Andrew's, has a commitment to protect the privacy of individuals it has dealings with. This privacy policy outlines the personal information we may hold, why we hold it, what we do with it, and your rights to access it and correct it if it is wrong.

'Personal information' means information which identifies you as an individual or is capable of doing so. In other words, data which 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.

### WHO PROCESSES YOUR DATA?

The Parochial Church Council for the parish of Christ Church Walmsley & St Andrew's Bromley Cross with the vicar and the team rector are the data controllers. This means they decide how your personal data is processed and for what purposes.

### HOW DO WE PROCESS YOUR PERSONAL DATA?

The PCC and Incumbent comply with their obligations under the General Data Protection Regulation 2016/679, (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.

### WHY DO WE COLLECT PERSONAL INFORMATION?

We collect personal information for the following reasons: To comply with civil, criminal and canon law, (English law applies); for administrative purposes, to maintain archives and historical records and to manage the parish and its churches in an efficient manner.

For members of the clergy, to provide pastoral care to parishioners;

For PCCs,

To enable us to provide a voluntary service for the benefit of the public in the Turton Moorland Team Ministry.

To administer membership records;

To fundraise and promote the interests of the charity;

To manage those providing services for the church and volunteers;

To maintain our own accounts and records.

To operate the walmsleyparish.co.uk web site and deliver the services that individuals have requested.

To inform individuals of news, events, activities or services.

To share your contact details with the diocesan office so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are relevant to the role you are undertaking.

To process gift aid applications.

To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

## **TO WHOM DO WE DISCLOSE THE INFORMATION?**

From time to time we will compile aggregate statistics about the parish and we may share them with reputable third parties. These statistics will not contain information that would enable any third party to identify you personally.

We may disclose your personal information to third parties, but only to the extent necessary to comply with English law, or as otherwise provided by this privacy policy.

We have to retain the right to disclose the details of your dealings with us as part of a merger of the parish with another church body, should that happen.

## **FOR HOW LONG WILL WE KEEP DATA ABOUT YOU?**

The parish will not hold data for longer than is reasonably necessary for the purposes of the proper conduct of its business or as required by law.

## **WHAT IS THE LEGAL BASIS?**

If we hold any at all, most, if not all of the information the parish holds about you will concern the everyday running of the parish and its activities, services and so on. Typically, this will be used for the preparation of duty rotas and similar management tasks. This is regarded with respect to GDPR as the "legitimate interests" of a not for profit organisation. No specific consent is required for the collection and processing of this information. If you have any concerns about the collection or processing of this data, please contact the vicar, rector or a member of the PCC. There is no requirement to retain records of these activities and they will normally be destroyed after they cease to be relevant.

Some information is collected and retained to comply with specific legislation.

## **THE ELECTORAL ROLL**

Preparation and publication of the parish electoral roll is covered by the Church Representation Rules, (part of the Synodical Government Measure 1969). The Church Representation Rules require that "The roll shall where practicable contain a record of the address of every person whose name is entered on the roll ..... The roll must be published by being exhibited continuously for not less than fourteen days before the annual parochial church meeting on or near the principal door of the parish church in such manner as the council shall appoint."

Note the phrase "where practicable". If there are reasons why your details should not be made public you should inform the parish Electoral Roll Officer. Such reasons might be that you are in a sensitive position (including, but not limited to prison, police, army etc.), where publication of these details could cause harm or damage.

When the roll is displayed, the clergy will normally announce this during a service. Please take the opportunity to inspect your entry in the roll and if it needs to be corrected in any way inform the Electoral Roll Officer.

Electoral Roll data is retained for a period of six years after the completion of a new roll.

## **GIFT AID**

If you donate and use the option to allow the parish to reclaim some of the tax you have paid, (Gift Aid), HMRC rules require the retention of your donation records for 6 years after your last donation under the scheme.

## **CONTRACTS**

Commercial contracts and transactions, (hire of premises, engagement of subcontractors etc.), are governed by accounting rules, contract law and tax law. Records will be kept for 10 years after the end of the fiscal year the contract was completed.

## **PARISH REGISTERS**

If you are baptised, get confirmed, get married or get buried in one of the parish churches, that fact will be recorded and retained permanently.

## **DISCLOSURE**

If you want to know what personal information we hold about you, please write in the first instance, to the parish vicar. Please give us any relevant details to help us find the information you require. When you have received our reply, you can ask us to change your personal information if it is incorrect and it is not unlawful to do so. We will normally ask you to provide proof of your identity before undertaking any search.

We may refuse or charge a "reasonable fee" for requests that are manifestly unfounded, excessive or repetitive. If we refuse a request, you will be told why, and that you have the right to complain to the Information Commissioner's Office or seek a judicial remedy.

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.