



DATA PRIVACY POLICY

This statement was adopted at the Parochial Church Council meeting held on Tuesday 12th July 2022 and will be reviewed annually. Last review May 2026.

Summary

Your privacy is important to us, and we would like to communicate with you about the Church and its activities. All information supplied is held securely in both paper and electronic form by the PCCs in accordance with the General Data Protection Regulations (GDPR).

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 GDPR.

2. Who are we?

The Parochial Church Council (PCC) of The Church of the Good Shepherd (Kirk Sandall & Edenthorpe) is the data controller, deciding how personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC complies with their obligations under the GDPR by keeping personal data up to date; storing and destroying it securely; not collecting or retaining excessive amounts of data; 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
- To administer church membership records
- To keep you up to date with what's going on with news, services/events, groups and activities and fundraising initiatives that promote the interests of the church
- To manage people who provide a service, paid or otherwise for the church
- 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 the church
- To share your contact details with the Diocesan office to 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 keep you informed about diocesan events.
- Processing is necessary to meet our i) lawful functions, ii) legitimate requirements of the church and iii) legitimate obligations.

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.

6. 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* available from the Church of England website.¹

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate; and parish registers (e.g. baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights regarding your personal data:

- The right to request a copy of your personal data which the PCC hold about you
- The right to request that the PCC correct 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
- The right to withdraw your consent to the processing at any time
- 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. This only applies where processing is based on legitimate interests or the performance of a task in the public interest; 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. ChurchSuite

ChurchSuite is a computer system used to store and handle all data by the Parochial Church Council. All information supplied is held securely by the PCCs in accordance with GDPR regulations. You can withdraw or change your consent at any time, and review your details at <https://COGSdoncaster.churchsuite.com/>

10. Contact Details

To exercise all relevant rights, queries or complaints, please contact:

- The Minister: **Tom Brown**
- The Parish Safeguarding Officer(s): **Alisdair and Nikola Smith**
- The Church Warden(s): **Richard Lillford**

You can also contact the Information Commissioners Office on 0303 123 1113, via ico.org.uk/global/contact-us/email or The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

¹ Details about retention periods can currently be found in the *Record Management Guides* located on the Church of England website at: www.churchofengland.org/more/libraries-and-archives/records-management-guides