

# Joint Data Privacy Notice

The Parochial Church Council of the Ecclesiastical Parish of St. Mary the Virgin, Lapworth  
Registered Charity 1165322 and the Rector of St. Mary the Virgin, Lapworth

## 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?

This is a joint Data Privacy Notice of the Parochial Church Council of the Ecclesiastical Parish of St. Mary the Virgin, Lapworth (the "PCC") and the Rector of St. Mary the Virgin, Lapworth. The PCC is a data controller. Also, because of receiving personal pastoral information, which is not shared with the PCC, the Rector is a separate data controller. As data controllers the PCC and the Rector decide how your personal data is processed by them and for what purposes.

## 3. How do we process your personal data?

We, the PCC and the Rector, each comply with our 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.

The PCC and the Rector use your personal data for the following purposes:

- To enable us to provide the mission and ministry of the Church of England for the benefit of the public in the ecclesiastical parish of St Mary the Virgin, Lapworth and surrounding areas;
- To administer parish records (including those registers and records that are public records);
- To fundraise and promote the interests of St Mary the Virgin, Lapworth;
- 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 St Mary the Virgin;
- To share your contact details with the Birmingham Diocese's Diocesan Office so that it can keep you informed about news, events, activities and services that will be occurring in the Birmingham Diocese in which you may be interested.

The PCC also uses your personal data to share your contact details with the Rector, who is both a PCC member and a separate data controller, for the above purposes. Also, the Rector also uses your personal data to share your contact details with the PCC, for the above purposes.

The Rector also uses, separately to the PCC, your personal data for conducting personal pastoral care. Personal data used for personal pastoral care is not shared with the PCC.

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

- Explicit consent of the data subject so that the PCC and the Rector 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

#### 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, the PCC and the Rector, 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, the PCC and the Rector, 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 (please see the footnote for the link).

Specifically, the PCC retains electoral roll data while it is still relevant; 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 personal data held by the PCC or Rector about you;
- The right to request that we, the PCC and the Rector, correct any personal data we hold 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 us, the PCC or the Rector, to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the PCC and the Rector (the data controllers) provide you (the data subject) with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable. Please note that this 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. Please note that this 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; and
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we, the PCC or the Rector, 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**

To exercise all relevant rights, queries of complaints, for either the PCC or the Rector, please in the first instance contact The Rector, The Rectory, Church Lane, Lapworth, B94 5NX.

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.

*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](http://www.churchofengland.org/more/libraries-and-archives/records-management-guides)*