

# Data Privacy Notice

## The Parochial Church Council (PCC) of St Mary's Andover

### 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 2018 (the "GDPR").

### 2. Who are we?

The PCC of St Mary's Andover is the Data Controller (contact details below). This means it decides and controls how your personal data is processed and for what purposes.

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

The PCC of St Mary's Andover 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 inform you of news, events, activities and services running under the authority of St Mary's Andover;
- To enable us to provide voluntary support or services as specified in our constitution;
- To provide pastoral care to you, if required;
- To administer membership records and accounts;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers.

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

- Processing is allowed to be carried out by us as 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 us in connection with our charitable or religious purposes);
  - and there is no disclosure to a third party without consent.
- Processing is carried out as a legitimate interest when a service or form of contact has been requested by the data subject and when:-
  - the processing is not required by law but is of a clear benefit to both parties;
  - there's a limited privacy impact on the data subject;
  - the data subject can reasonably expect us to use their data in such a way as fulfil the requested action;
  - the data subject is unlikely to object to the processing.
- Explicit consent of the data subject when we are using data for a reason it was not originally obtained.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

## 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 you, or to other church members or for purposes connected with the church. We will only share your data with third parties 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”.<sup>1</sup> 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 St Mary’s Andover holds about you;
- The right to request that St Mary’s Andover 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 St Mary’s Andover 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;
- 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);
- 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 Privacy 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 or complaints please in the first instance contact the Data Controller via the Parish Administrator on 01264 366373, via email ([stmarysandover@btinternet.com](mailto:stmarysandover@btinternet.com)) or at St Mary’s Church Centre Office, Marlborough Street, Andover, SP10 1ER.

You can contact the Information Commissioners Office on 0303 123 1113, or use the online form at: (<https://ico.org.uk/global/contact-us/email/>) or at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

---

<sup>1</sup> 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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>