



# data privacy notice

## 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 Parochial Church Council (PCC) of St. Paul's Church, Foleshill is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The PCC of St Paul's Church, Foleshill 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 a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- To administer congregation records.
- To fundraise and promote the interests of the organization.
- 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 Paul's Church Foleshill.
- In the case of church officers, to share your contact details with the Diocesan office so they can keep you informed about relevant news in the diocese and events, activities and services that are relevant to your role.
- CCTV is in operation at our centres for the purpose of public safety.

#### **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 for carrying out legal obligations in relation to Gift Aid or 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.
- Processing of still and moving images of the data subject is necessary to ensure public safety at our centres.

#### **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<sup>1</sup>?**

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].

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.

#### **7. Our website**

Our website uses 'cookies'. Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are useful because they allow a website to recognise a user's device. The data collected when you visit our website is anonymous and is used only to tailor the web interface to your device's display and for statistical analysis. This data is not shared with third parties and contains no personal data.

#### **8. 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 St Paul's Church, Foleshill holds about you.
- The right to request that the PCC of St. Paul's, Foleshill corrects any personal data if it is found to be inaccurate or out of date.

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<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/more/libraries-and-archives/records-management-guides>

- The right to request your personal data is erased where it is no longer necessary for the PCC of St Paul’s Church, Foleshill 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)<sup>2</sup>
- 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)<sup>3</sup>
- The right to lodge a complaint with the Information Commissioners Office.

### 9. Further processing

| Description               | Why is the data held and what is it used for?  | Basis for processing data (e.g., consent, legal obligation etc.) | Who holds the data and who can access it?                   |
|---------------------------|--|--|---|
| A Church Near You         | External enquiries and responses   | Consent  | St. Paul’s PCC - Administrators on behalf of St. Paul’s PCC |
| LED                       | Events planning – used for fulfilling legal obligations of church re. burials & marriages and to contact those who have recently held an event at the church about other activities of interest. | Consent & legal obligations                                      | St. Paul’s PCC – Administrators on behalf of St. Paul’s PCC |
| Microsoft                 | Electoral roll & membership details, Payment details for processing accounts and to fulfil sales contracts.  | Legitimate interests, legal obligations, and consent             | St. Paul’s PCC – Administrators on behalf of St. Paul’s PCC |
| Website provided by Ionos | Contact Information  | Consent and legitimate interests                                 | St. Paul’s PCC – Administrators on behalf of St. Paul’s PCC |

<sup>2</sup>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.

<sup>3</sup>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.

|                       |  |   |   |
|-----------------------|--|---|---|
| Google                | Church correspondence, electoral roll and membership details       | Consent and legal obligation                        | St. Paul's PCC – Administrators on behalf of St. Paul's PCC.                            |
| lonos                 | Church correspondence  | Consent, legal obligation and legitimate interests. | St. Paul's PCC – Administrators on behalf of St. Paul's PCC                             |
| Barclays Bank         | Payment details for processing accounts and fulfil sales contracts | Legal obligation                                    | St. Paul's PCC – Treasurer, accountants, and administrators on behalf of St. Paul's PCC |
| Internal Offline CCTV | CCTV for the purpose of public safety                              | Vital & legitimate interests                        | St Paul's PCC and administrators on behalf of St Paul's PCC                             |
| Ring                  | CCTV for the purposes of public safety                             | Vital & legitimate interests                        | St Paul's PCC and administrators on behalf of St Paul's PCC                             |

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.

## 10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact **St Paul's Parish Office,**  
**346 Foleshill Road,**  
**COVENTRY**  
**CV6 5AJ.**  
or by email at **office@stpaulsfoleshill.org**

*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.*