

PCC of All Saints' Weston with St. Mark's Shavington

GDPR Policy

1 Scope

This document defines the GDPR Policy to be adopted in the parish of All Saints' Weston with St. Mark's Shavington in the Diocese of Chester.

2 Issue Record

Issue 1: 22nd August 2018

Issue 2: 16th September 2021

Issue 3: (unchanged) November 2022

Approved by PCC 16th November 2022

3 Review

This policy shall be reviewed, revised if necessary and re-adopted annually by the PCC.

4 General

In order to comply with GDPR legislation this document outlines the following:

- what personal data is held by the Parish and how it is used
- how legal grounds for holding and using personal data is established by consent
- where within the Parish personal data is stored
- how data breaches are to be reported and to whom
- how 'data subjects' may withdraw consent, and request disclosure of the personal data held by the parish.

The Parish Data Protection Officer (PDPO) for 2021-2022 is Mr Robert Galloway.

The Parish Data Privacy Notice is attached as Appendix A.

5 What data is stored and how is it used?

There are two main types of personal data stored in the Parish: records of events such as funerals, baptisms, and weddings; and contact information used in an ongoing capacity for church-related groups and activities.

All email distribution lists shall be used on a "bcc" basis.

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6 Consent

Consent must be sought by the PDPO before data may be stored. All information relating to records and contacts held by the Parish prior to May 2018 must also receive signed consent if the Parish wishes to continue holding such data.

Consent must be: freely given, informed, explicit, clear, and specific. No third parties are permitted access to personal data without consent, and that includes third parties within the Parish – e.g. the choir may not access personal data relating to children's groups without the consent of children's group members.

All data subjects must sign a statement of consent – see Appendix B.

7 Personal Data Storage within the Parish

Data Type	Location
Marriage Application	Secure cabinet ¹ +SCBS
Banns of Marriage Application	Secure cabinet ¹ +SCBS
Banns Book	Secure cabinet ¹
Register of Marriage Services	Secure cabinet ¹
Funeral Details	Secure cabinet ¹ +SCBS
Baptism Application	SCBS
Baptism Register	Secure cabinet ¹
PCC Contacts	SCBS
Electoral Roll Data	Secure cabinet ¹ +SCBS
Email distribution lists for Groups	PWPC ²
Gift Aid Declarations	Secure cabinet +PWPC ³
DBS personal documentation	Secure cabinet +PWPC ⁴
Safe Recruiting personal information	Secure cabinet +PWPC ⁴
Group membership registration information	Secure cabinet +PWPC ²
Hall hire contact details	Secure cabinet +PWPC ⁵

SCBS – secure cloud-based computer storage

PWPC – password protected computer

¹ In Parish Office

² Held by Group leaders

³ Held by Gift Aid co-ordinator

⁴ Held by Safeguarding Officer

⁵ Held by Hall Booking Secretaries

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8 Access to personal data

Personal data shall only be accessed on a "need to know" basis by those duly authorised by the PCC.

9 Reporting Data Breaches

In the first instance, where personal data is lost or shared without consent, the breach must be reported to the PDPO within 72 hours of the breach being discovered.

If the breach is considered serious enough, the PDPO must report the data breach to the data subject and furthermore has the option of reporting to the ICO. The circumstances of the data breach shall be fully investigated.

10 Withdrawing consent and disclosure of personal data

A data subject may withdraw consent for the Parish to store information about them at any time. They may do so by writing to the PDPO informing them of the decision to withdraw consent. The PDPO then has 30 days to destroy all data records relating to the data-subject. Once the relevant data has been identified and destroyed, the PDPO must write to the data subject informing them of what information the Parish was holding and how it has been destroyed.

A data-subject may request a disclosure from the Parish, detailing what data the Parish holds on them, by writing to the PDPO. This is called a subject access request. The PDPO has 40 days to collect the relevant information and respond to the data-subject in writing.

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Appendix A – Data Privacy Notice

The Parochial Church Council (PCC) of All Saints' Weston with St. Mark's Shavington

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 ("GDPR").

2. Who are we?

The PCC of All Saints' Weston with St. Mark's Shavington ("the PCC") 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 complies with its obligations under 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 some or all of the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals.
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public.
- To administer the parish, deanery, archdeaconry and diocesan membership records.
- To fundraise and promote the interests of the Church and charity.
- To maintain our own accounts and records.
- To process a donation that you have made (including Gift Aid information).
- To seek your views or comments.
- To notify you of changes to our services, events and role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities.
- To process a grant or application for a role.
- To enable us to provide a voluntary service for the benefit of the public within our Parish.

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

- Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.
- Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

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 data⁶?

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. 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.

⁶ 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>

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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 the PCC holds about you.
- The right to request that the PCC 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 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 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 or complaints please in the first instance contact our Parish Administrator (on 01270 582585 or email admin@allsaintsandstmarks.com).

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.

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Appendix B – GDPR Statement of Consent

I consent to the PCC of All Saints' Weston with St. Mark's Shavington storing the personal data I have given in this document.

I have been informed that this personal data will be held on record and will be used by relevant people. This may include contacting me about other services and events.

The PCC will not share my data with any third parties.