



ALL SAINTS' CHURCH, BANSTEAD

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 PCC of All Saints', Banstead, 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 All Saints', Banstead, 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 may use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the Banstead area;
- To maintain a directory (confidential to clergy, churchwardens and parish administrator) of regular members of the congregation;
- To contact you in relation to appeals;
- 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 All Saints';
- To maintain registers required by the Church of England and/or UK law;
- To share your contact details with the Diocesan office so they can 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. All Saints' Church website

Our church website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. They will be used only with your consent which will be requested when you first open the website. Cookies are used to retain user preferences and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at [the About Cookies website](#) which offers guidance for all modern browsers.

^{*} Except for data held solely and exclusively by the Vicar in her capacity as incumbent.

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

1. Your explicit consent as 'data subject' so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
2. Processing is necessary for carrying out obligations under UK law, including employment, social security or social protection law, or accounting and reporting.
3. Processing is required to make entries in banns, marriage, baptism, confirmation or burial registers.
4. Processing is required for the legitimate interests of the PCC (e.g. general administration of church groups).
5. Processing is carried out by a not-for-profit body (i.e. All Saints' PCC) with a religious aim, provided:
 - the processing relates only to members or former members of All Saints' Church (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

Your personal data will be stored securely and may 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 the parish with your consent.

7. 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* 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; and parish registers (baptisms, marriages, funerals) permanently.

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 All Saints', Banstead holds about you;
- The right to request that the PCC of All Saints', Banstead 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 All Saints', Banstead 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 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;

[†] 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>

- The right to object to the processing of personal data, 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.
- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Churchwardens at All Saints' Parish Office, Church Institute, High Street, Banstead SM7 2NG.

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.