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**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of Harnham**

1. **What is the purpose of our Data Protection Policy?**

The Parish of Harnham is committed to protecting and respecting your privacy. This notice outlines how we collect, make use of, store, communicate and disclose personal information (called data in the legislation). In doing so, we will seek to be compliant with the relevant legislation, and in particular the General Data Protection Regulation (GDPR), and respect the rights each person has in respect of the handling of their personal information.

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 our possession or likely to come into such possession.

1. **What are the terms used in the legislation?**

The Data Controller determines the purpose and manner by which data is processed. The PCC of Harnham is the Data Controller for this policy.

A Data Processor is anyone who processes personal data on behalf of the Data Controller and under their instruction. A number of people with responsibilities in the Parish act as data processors on behalf of the PCC.

A Data Subject is any person whose personal data is held by the Parish.

1. **How do we handle your personal data?**

The PCC of Harnham complies with its obligations under the GDPR by:

* only processing your personal data where we have a legal basis for doing so;
* keeping personal data up to date;
* storing and destroying it securely;
* not collecting or retaining excessive amounts of data;
* protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

1. **What do we use your personal data for?**

* To deliver our Parish’s ministry and mission to our community, and enable us to provide any other voluntary or charitable services for the benefit of the public in the Parish of Harnham, within the framework of our constitution. This will include providing regular church services, and also occasional offices such as baptisms, confirmations, weddings and funerals, as well as providing a range of other activities and services;
* To enable us to meet all legal and charitable obligations, which includes maintaining and publishing our electoral roll in accordance with the Church Representation Rules;
* To safeguard children, young people and adults at risk, in accordance with our Safeguarding Policy;
* To administer our membership records;
* To fundraise and promote the interests of the Parish;
* To recruit, support and 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 taking place in Harnham;

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

To comply with the law, we must have a legal basis for processing your information. The appropriate legal bases are set out below:

* Much of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims, for example safeguarding our children, recording financial donations and operating rotas for particular activities;
* Some of our processing is necessary to comply with legal obligations, including handling Gift Aid declarations, administering and publishing the Parish electoral roll, announcing forthcoming marriages by publishing banns, and complying with employment, social security and social protection law;
* We process data that is necessary for the performance of a contract or provide a direct service, for examples if you buy tickets for a church event,
* As a religious organisation, we are permitted to process information about your religious beliefs in connection with your membership of or regular involvement with the church, as long as we do not share your information with a third party without your consent;
* Where your information is used other than in accordance with one of these legal bases, we will always first obtain your consent for that use.

1. **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with third parties where it is necessary for the performance of church activities, or where you first give us your consent. We may need to share your data with some of the following:

* Appropriate bodies within the diocesan structure, which will have their own privacy policies.
* Our agents, servants and contractors, for instance where we utilise commercial providers to operate services for us.
* Other churches and similar bodies with whom we are organising joint activities or events.

1. **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.

In particular, we retain electoral roll data while it is still current; gift aid declarations and other financial records for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

1. **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 Harnham holds about you. Once you have made such a request, we will respond within one month at no charge;
* The right to request that the PCC of Harnham 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 Harnham to retain such data;
* The right to withdraw your consent to the processing at any time for any processing for which consent was sought;
* The right to request that the PCC of Harnham transmits your personal 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.

1. **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.

1. **Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary / Parish Administrator at [harnhamparish@btinternet.com](mailto:harnhamparish@btinternet.com) or 07925 108856.

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.