

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Mary, Balcombe

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 St Mary, Balcombe ("St Mary's") 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?

St Mary's 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 membership records;
- To fundraise and promote the interests of the charity;
- 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 Mary's;
- 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. 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 process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations 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.

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 data¹?

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 7 years after the tax 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 holds about you;
- The right to request that St Mary’s 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 St Mary’s 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 you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- The right to object to the processing of personal data, where such rights are protected under GDPR
- 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. Website Use

Personal data includes any information obtained by St Mary’s through the church website www.stmarys-balcombe.org and which can identify you as a user. This includes data such as your name, address, email address, phone number, server logs from your browser, your IP-address and cookie information.

What we do with the information

We collect personal information such as your first name, last name, e-mail address and other information which is voluntarily submitted by the users of the site. The personal information provided by you will be stored and processed for the purpose of providing the information you request and responding to your enquiry.

¹ 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>

St Mary's, Balcombe automatically receives and records information on our server logs from your browser, including your IP address, cookie information, and the page you request.

We may use information for the following general purposes: to improve website content, to get visitor statistics, to fulfill your requests for information, and to improve our website.

St Mary's, Balcombe does not sell information to, or share information with, any third party.

What is a cookie?

A cookie is a small amount of data, which often includes a unique identifier that is sent to your computer, tablet or mobile phone ("device") browser from a website's computer and is stored on your device's hard drive. Each website can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a website to access the cookies it has already sent to you, not the cookies sent to you by other websites. Many websites do this whenever a user visits their website in order to track online traffic flows.

How do we use cookies?

Information supplied by cookies can help us to analyse the profile of our visitors and help us to provide you with a better user experience. We use this type of information to help improve the services we provide to users. Unless specifically stated, cookies are never used by St Mary's, Balcombe for the purpose of gathering personal data. If you do not accept the use of cookies on our website, it is possible to configure your browser to reject cookies by modifying your browser settings. You can also find out more about cookies and how to delete and control them by opening the "Help" menu in your web browser.

Third-party cookies

We use third-party cookies to collect statistics in aggregate form in analysis tools such as Google Analytics. The cookies used are both permanent and temporary cookies (session cookies). The permanent cookies are stored on your computer or mobile device for no longer than six months.

External websites

St Mary's, Balcombe does not assume any responsibility for the privacy practices or the contents of external web sites to which the site links.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary c/o The Rectory, Haywards Heath Road, Balcombe RH17 6PA or a Churchwarden, as shown on our website.

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.