



# ST JAMES' CHURCH WEST END

Church Hill, West End, Southampton, SO30 3AT

Web: [www.stjameswestend.org.uk](http://www.stjameswestend.org.uk)

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St James' Church, West End

#### 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 James' Church, West End 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 James' Church, West End 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 James'; and
- 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?

- We may need to process your personal data for the legitimate interests of the PCC or a third party, except where the PCC's interests are overridden by your interests, rights or freedoms. The PCC's legitimate interests are:
  - the publication of the Electoral Roll, as required by the Church Representation Rules;

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**Vicar:** Revd Vicky Maunder [stjameswe.vicar@gmail.com](mailto:stjameswe.vicar@gmail.com) 07762 673350 / 023 8114 1192

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Registered Charity Number: 1132863

- the processing of gift aid donations;
  - the maintenance and publication of the Parish Registers (baptisms, weddings and funerals).
- If we have a contract with you or are taking steps to enter into a contract, processing will be necessary for the performance of the contract.
  - Processing is carried out by St James' as a not-for-profit body with a religious aim. For example, we will make available your contact details to the relevant church members if you are an office holder or volunteer for specific roles within the church community; or if you have expressed an interest to take part in a specific group or activity. We will only process your data on this basis:
    - if you are a member or former member of St James' (or you have regular contact with St James' in connection with its religious aims); and
    - we will not disclose your personal data to a third party without your consent.
  - We ask for your explicit consent to keep you informed about news, events, activities and services at St James', and to keep you informed about diocesan events. A consent form is attached for this purpose.

## **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 for purposes connected with church activities. 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"<sup>2</sup> which is available from the Church of England website.

Specifically, we retain

- electoral roll data and other voluntary contact information while it is still current;
- gift aid declarations and associated paperwork for up to six years after the calendar 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 the PCC of St James' Church, West End holds about you;

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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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

<sup>2</sup> [http://www.lambethpalacelibrary.org/files/Parish\\_Records\\_0.pdf](http://www.lambethpalacelibrary.org/files/Parish_Records_0.pdf)

- The right to request that the PCC of St James' Church, West End 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 St James' Church, West End to retain such data;
- The right to withdraw your consent to the processing at any time, where consent is given;
- 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; and
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Transfer of data abroad**

Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.<sup>3</sup>

Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **9. 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.

## **10. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at St James' Church, Church Hill, West End, Southampton SO30 3AT; email: [stjameswe.office@gmail.com](mailto:stjameswe.office@gmail.com).

You can contact the Information Commissioner's Office on 0303 123 1113, 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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<sup>3</sup> St James' Church currently uses a cloud storage facility – Dropbox - to store electronic personal data. Dropbox is certified and complies with the EU-U.S. Privacy Shield Program ("Privacy Shield") framework and its principles as set out by the US Department of Commerce and the European Commission regarding the collection, use, and retention of personal data from EU member states. Dropbox's Privacy Shield certificate is available at: <https://www.privacyshield.gov/participant?id=a2zt0000000GnCLAA0>