



## DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Laurence Appleton with Besselsleigh

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There has been much coverage in the news of the new General Data Protection Regulation “GDPR” coming into effect in May this year concerning the holding and usage of personal data.

As the PCC of St Laurence Appleton with Besselsleigh we want to assure you that we are committed to protecting your privacy, and promise to respect your personal information and do all we can to keep it safe.

We always aim to communicate with you respectfully, effectively and efficiently.

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### Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information the ‘data controller’ holds, or likely to come into such possession.

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### Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of St Laurence Appleton with Besselsleigh which is the data controller. It decides how your personal information is processed and for what purposes.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church’s mission in each community. The PCC works together with:

- the incumbent of the parish (that is, our rector);
- the bishops of the Diocese of Oxford and their officers;
- the Oxford Diocesan Board of Finance

As the Church is made up of all these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The organisations referred to above are joint data controllers. This means that we are all responsible to you for how we process your data.

Each of the data controllers have their own tasks within the Church and a description of what data is processed and for what purpose is set out in this Interim Privacy Notice. This Privacy Notice is sent to you by the PCC on our own behalf and on behalf of each of these data controllers. In the rest of this Privacy Notice, we use the word “we” to refer to each data controller as appropriate.

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### How do we process your personal data?

The PCC of St Laurence Appleton with Besselsleigh 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.

- 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 Church of England Practice Guidance and statutory obligations) from time to time with the aim of ensuring that all children and vulnerable adults are provided with safe environments;

- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are unwell 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 as provided for in the constitution and statutory framework of each data controller;
- 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 notify you of changes to our services, events and role holders;
- To seek your views or comments;
- To send you communications which you have requested and 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 in a particular geographical area as specified in our constitution.

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### **What personal information we might collect from you**

If you are on the Electoral roll or if you support us - for example, make a donation, volunteer, take part in an event or services, marry or are baptised with us - we will usually collect:

- Your name, aliases, photographs,
- Your contact details, including postal address, email address, telephone numbers, along with your preferences as to which of these we should use to contact you in the future
- Bank account details if you make a regular donation by direct debit or are a supplier.
- Your Gift Aid status
- In some cases, we may also gather additional personal information which may include your involvement with other organisations within the community
- Other personal information or sensitive data you share with us, such as your family information and any appropriate health issues you may have told us about that will enable us to communicate with you in the most appropriate way (eg home communion).

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### **How do we use this information**

- To provide a voluntary service for the benefit of the community within the Parish of St Laurence Appleton with Besselsleigh
- To keep you up to date with news, events, activities and services running at St Laurence's and to ask for non-financial and financial support
- To administer membership records and ensure we know how you prefer to be contacted
- Keep a record of your correspondence, donations history, questions you have asked us, or comments or complaints you have made
- Contact you in your capacity as a representative of an organisation such as a school, business or charitable trust
- Ensure that children and potentially vulnerable adults are treated appropriately
- To manage our volunteers
- Administer your donation, including processing Gift Aid
- To provide you with the information, resources or services you have requested

- Understand how we can improve our service to the community, and the resources or information we send out

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## 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 vulnerable adults. 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 role, 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.

- *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*

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## Sharing your personal information

The security of your information is very important to us. Your personal information 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, or to meet a legal obligation. We will only share your information with third parties outside of the parish with your consent. We share your data with some or all of the following (but only where necessary):

The appropriate bodies of the Church of England including the other data controllers;

Our contractors. For example, we use a commercial provider, Mail Chimp, to maintain our database software.

Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Oxford to support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant of temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;

Other persons or organisations operating within the Diocese of Oxford including, where relevant, the Oxford Diocesan Board for Schools and Subsidiary Bodies;

On occasion, other churches with which we are carrying out joint events or activities.

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## How long do we keep your personal information?

We will keep some records permanently if we are legally required to do so.

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care or Your Parish Records” which is available from the Church of England website <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides> and Church of England guidance on safeguarding records retention [https://www.churchofengland.org/sites/default/files/2017-10/safeguarding\\_records-retention\\_tool\\_kit\\_dec\\_15\\_002\\_0.pdf](https://www.churchofengland.org/sites/default/files/2017-10/safeguarding_records-retention_tool_kit_dec_15_002_0.pdf)

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.

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## Your rights and your personal information

Unless subject to an exemption under the “GDPR”, you have the right

- To ask for a copy of the information we hold about you. Once we have received your request, we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee. If there are any discrepancies in the details we provide, please let us know and we will correct them.
- To ask for your personal data to be erased where it is no longer necessary for the PCC of St Laurence Appleton with Besselsleigh to retain such data
- To withdraw your consent to the processing at any time
- 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
- To lodge a complaint with the Information Commissioners Office.
- To request that we transfer some of your data to another controller.

When exercising any of the rights listed, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

If you want to access your information, send a description of the information you want to see and proof of your identity by post to PCC Secretary, % The Rectory, Oaksmere, Appleton, OXON, OX13 5JS.

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## Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures given equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

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## 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.

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## Contact details

If you have any questions please in the first instance contact the PCC Secretary at [PCCsecretary@stlaurencechurchappleton.org](mailto:PCCsecretary@stlaurencechurchappleton.org) Tel no. For further information, see the Information Commissioner’s guidance at [www.ico.org.uk](http://www.ico.org.uk)