



standrews&allsaints

Partnering with God in the flourishing of our communities

Data Privacy Notice for St Andrew's and All Saints, Malvern

Version 2.0 - July 2018

St Andrew's is Registered Charity Number 1128973. All Saints is an Excepted Charity.

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?

St Andrew's and All Saints, Malvern comprise:

- a. The Parochial Church Councils (PCCs) of both churches.
- b. The incumbent
- c. The various other members of the leadership team of both churches including any curates, youth ministers, children & families workers, ministers and lay ministers.
- d. Support staff including all administrators, caretakers and cleaners.

St Andrew's and All Saints are the data controllers (contact details below), as overseen by the PCCs of both churches. This means it is the PCCs who decide how any of your personal data that is held by the churches is used and for what purposes, based upon your consent.

3. How do we process your personal data?

St Andrew's and All Saints, Malvern comply with their 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 our geographical areas;
- To enable us to provide Christian services (e.g. baptisms, marriages, funerals and pastoral care) in the local area and beyond.
- To administer membership records;
- To fundraise and promote the interests of the charities (i.e. the churches);
- 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, requests and services running at St Andrew's and All Saints and other churches in the area;
- If ever necessary, to share your appropriate contact details with the Diocese for the execution of their duties.

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

- Explicit consent of the data subject (i.e. each individual or their legal guardian for those under 18) so that we can keep you informed about news, events, activities and services

and process your gift aid donations and keep you informed about local and 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 the churches (or by some person or organisation on their behalf once the churches are satisfied that adequate data protection is in place) 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 two churches in order to carry out a service to other church members or for purposes connected with the churches. We will only share your data with third parties outside of the parishes and Diocese 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 6 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 St Andrew's and All Saints, Malvern hold about you.
- The right to request that St Andrew's and All Saints, Malvern correct 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 Andrew's and All Saints, Malvern to retain such data.
- The right to withdraw your consent to the processing at any time.
- 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 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. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Team Administrators (e-mail administrators@standrewsandallsaints.org, telephone 01684 576582, or write to Team Office, St Andrew's Church Centre, Churchdown Road, Malvern, Worcestershire WR14 3JX) .

This updated version was:
approved by the All Saints PCC at their meeting on the 5th July 2018.
approved by the St Andrew's PCC at their meeting on the 12th July 2018.

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/more/libraries-and-archives/records-management-guides>