

# DATA PRIVACY NOTICE

## The Joint Benefice of Winchelsea and Icklesham

### 1. Personal Data

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 Joint Benefice of Winchelsea and Icklesham is comprised of the Parochial Church Councils (PCC) responsible for the churches of St Thomas the Martyr, St Richard of Chichester and St Nicolas and All Saints. These PCCs decide how your personal data is processed and for what purposes.

### 3. Processing your personal data

The PCCs 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. We use your personal data for the following purposes:

- a. To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- b. To fundraise and promote the interests of the charity (including the processing of gift aid and donations).
- c. To pay those whom we employ;
- d. To maintain legal records, such as marriages.
- e. To keep you informed of matters of interest.

### 4. Legal basis for processing your personal data

- a. The explicit consent of the individual in the case gift aid declarations, donations, compiling the electoral roll, magazine subscriptions and e-contact data.
- b. Processing of that data with third parties is only conducted for the purpose of claiming gift aid and paying employees.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other third parties outside of the parish with your consent, or as is legally required in the case of marriages or burials, for example.

### 6. Retention Period

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:

- a. The right to request a copy of your personal data which the PCCs hold.
- b. The right to request that the PCCs correct any personal data if it is found to be inaccurate or out of date.

- c. The right to request your personal data is erased where it is no longer necessary for the PCCs to retain such data.
- d. The right to withdraw your consent to the processing at any time.
- e. The right to request a copy of your personal data held or for it to be transferred to a third party.
- f. 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.
- g. The right to object to the processing of personal data.
- h. 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 of complaints please in the first instance contact the Rector or PCC Secretaries, or one of the churchwardens whose details are in the Parish Magazine and on notice boards.

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.