



DATA PRIVACY NOTICE

Last updated: July 2021. Approved by Standing Committee: July 2021

1. Your personal data – what is it?

Personal data comprises information relating to an identifiable living individual. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or which is likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and the UK Data Protection Act 2018.

2. Who are we?

The Parochial Church Council (PCC) is the data controller as defined by GDPR (contact details below). This means that the PCC is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC complies with its obligations under GDPR by keeping personal data up to date; by storing and disposing of 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 measures are in place to protect personal data.

We use personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public;
- To administer membership records and the parish electoral roll;
- 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 people of news, events, activities and services running at St Brandon's; and
- To share with the Durham Diocesan office so they can inform about news in the diocese and events, activities and services that will be occurring in the diocese.

We do not carry out automated data processing or profiling.

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

We hold data for use under several different bases, as defined by GDPR:

- Our legitimate interest as a church and community body to inform about services, social activities and meetings;
- Explicit consent where data provided for one purpose is used for another purpose;
- Where processing is necessary for carrying out legal obligations in relation to Gift Aid, compiling the electoral roll, under employment, social security or social protection law; and
- Sensitive personal data about religious belief, including confirmation and baptism, is held in order to carry out activities directly related to our status as a not-for-profit body with religious aims, but only where:
 - the processing relates only to members or former members (or those who have regular contact in connection with those purposes); and
 - there is no disclosure to a third party without consent.

If we process your data on the basis of your consent, you can withdraw this consent at any time by contacting the PCC Secretary (details below).

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be accessed by those members of the church where necessary to carry out those types of processing set out above. We will only share your data with third parties with your consent. We will not transfer your data to any countries or organisations outside the EU, except where we make use of Facebook's online facilities for livestreaming and of Dropbox's online facilities for backing up data and transferring data between devices. We use these services in the light of

- Facebook's [Data Policy](#) and information about [GDPR](#), and
- Dropbox's [Privacy Policy](#) and information about [GDPR](#).

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide [Keep or Bin: The Care of Your Parish Records](#) which is available from the Church of England website.

Specifically, we retain electoral roll data while it is still current; one-off gift aid declarations and associated paperwork for seven years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanent gift aid declarations, safeguarding records and minutes of meetings are held indefinitely. Video recordings of our livestreamed services are kept for one year after initial broadcast

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 the personal data that the PCC holds about you;
- The right to request that the PCC corrects any personal data if it is found to be inaccurate;
- The right to request your personal data is erased, to request that a restriction is placed on further processing, or to object to the processing of your personal data. The PCC will consider such requests in the context of its own legitimate interests and legal requirements that may require it to continue to hold the data;
- The right to withdraw your consent to the processing at any time, where processing is based upon consent;
- The right to data portability, where applicable;
- 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 privacy notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where appropriate, we will seek your prior consent to the new processing.

9. Contact Details

To exercise your rights under GDPR, or if you have any queries or complaints please contact the PCC Secretary:

Mrs Carol Beeby
7, Neville Square,
Durham DH1 3PY
0191 3847431
carol21beeby@btinternet.com

You can complain to the the Information Commissioners Office if you are unhappy with how we have used your data, at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

0303 123 1113

For email contact details, see <https://ico.org.uk/global/contact-us/email/>

Description of the context	Detail	Purpose of processing	Description of categories of individuals	Description of categories of personal data	The categories of recipients of personal data.	Details of transfers to third countries (if any).	Basis for Processing the data under GDPR.	Basis for processing of special category data	Description of technical and security measures.	Retention schedules.
Electoral Roll	The record of lay members entitled to take part and vote in the annual parochial church meeting.	In order to maintain complete records of church membership and fulfil requirements of the Church of England; to enable compilation of sidesperson rotas	Over 16 year olds wishing to be formally recognised as a member of the parish	Title, Name, address, email address, date of birth; implicitly, religious belief; resident in the parish or not.	Electoral Roll Officer	N/A	Legitimate interests	Art (9)(d) - in the course of legitimate interests by a not for profit body with a religious aim, relating solely to members of the body and not disclosed outside that body	Information kept on computer of Electoral Roll officer with normal Microsoft security measures. Copy held by Rector or Church Warden. Paper copies shredded once uploaded.	Records updated every six years.
Gift Aid Declarations and details of giving.	Declarations made by one off or regular donors giving their permission to claim gift aid on donations. Financial records held to monitor stewardship.	For claiming Gift Aid from HMRC. To thank donors for their generosity.	Over 18s making donations to the church	Name, address, date of donation	PCC Treasurer	N/A	Legitimate interests	n/a	Hard copies supporting Gift Aid claim Scanned copies on two password protected computers. Backups on cloud - password protected. Accounting software on one password protected computer.	As long as the donor continues giving and six years thereafter, then shredded.
Bank Account Details	Individuals can contact the PCC treasurer providing their bank details for the Treasurer to set up a standing order	Enable donations and payments to be collected	Over 18s making donations to the church	Name, bank details	PCC Treasurer & Current Bankers	N/A	Legitimate interests	n/a	Information held via secure password and PIN access to online banking system holding PCC account. Emails relating to financial details stored as per Gift Aid claims above.	As long as the beneficiary needs payments.
Contact details for families of those baptised, those married and families of those interred at funerals. Record of pastoral situations with names and phone numbers.	To send invitations to Christingle & Mothering Day services. To send anniversary cards on first wedding anniversary, on the anniversary of a death and to invite to All Souls Service.	In furtherance of the work of the Church in the community	Adults and children with previous connections to the Church	Name, address; implicitly, religious belief	Pastoral Assistant	N/A	Legitimate interests	Art (9)(d) - in the course of legitimate interests by a not for profit body with a religious aim, relating solely to members of the body and not disclosed outside that body	Hand written lists held in files. Details held on computer are password protected.	Baptism information held for 10 years. Wedding information held for 1 year funeral information for 5 years. Record of pastoral situations kept for 8 years.
Messy Church information	Register of attendees; email addresses of parents; name and age of children; allergies; photograph permission status.	Retained in order to meet safeguarding obligations and to maintain contact links.	Children Parents/guardians	Name, email address (parents), age, allergies (medical)	Messy Church Leader (s)	N/A	In order to meet legal obligations particularly around safeguarding	Art (9)(g) Processing is necessary for reasons of substantial public interest - schedule 2 clause 10, preventing unlawful acts	Paper copies of consent forms kept in file at leaders home. Email addresses are accessible to all on the email list.	Indefinitely

St Brandon's Brancepeth: Parish Data Audit

Description of the context	Detail	Purpose of processing	Description of categories of individuals	Description of categories of personal data	The categories of recipients of personal data.	Details of transfers to third countries (if any).	Basis for Processing the data under GDPR.	Basis for processing of special category data	Description of technical and security measures.	Retention schedules.
Youth Club	Register of attendance, permissions for attendance and use of photographic images, Consent forms, names of young people and and medical details, family doctor contact details.	In order to run the youth club safely. To comply with safeguarding requirements.	11 - 18 year olds attending the youth club	Name, address, parent and medical contact details, relevant medical information	Youth Club leaders	N/A	Legitimate interests	Art (9)(g) Processing is necessary for reasons of substantial public interest - schedule 2 clause 10, preventing unlawful acts	Information in written form in a file at leaders home. Summary of members details held on leader's computer.	Indefinitely
Safeguarding Information	Safeguarding Information, confidential declaration form contain details of convictions / criminal offences and anything which would prohibit work with children/ youth work / vulnerable adults. Summary of church individuals who have been DBS checked and who have undertaken DBS training.	To comply with Safeguarding requirements.	Those holding positions of responsibility within the Church e.g. youth club leader, tower captain, church warden	Full name Current address Date of birth Place of birth Gender Other names (if any) Police records of convictions, cautions, reprimands and warnings (if any)	Parish Safeguarding Officer	N/A	Legal obligation	Art (9)(g) Processing is necessary for reasons of substantial public interest - schedule 2 clause 10, preventing unlawful acts	Information held in written form on file and on Safeguarding Officer's computer.	Information is updated as required and in particular when further training has been undertaken.
Flower Guild	Members of the Flower Guild, details of email addresses and phone numbers.	To ensure availability of members for flower rotas and church based events.	Adults who have joined the Flower Guild	Name, email address, phone numbers, availability	Flower Guild secretary & Chair.	N/A	Legitimate interests	n/a	Information held on computer which is password protected in addition to a hard copy on file.	Information kept until a member resigns from the Guild.
Sacristan	Sacristan Contact Details	To ensure availability of a sacristan for Sunday Eucharist	Adults	Name, phone number, email address	Sacristans	N/A	Legitimate interests	n/a	Details in written form and on computer.	Information updated as new sacristans added or resign.
Business hire of church	Details of Organisations hiring the church facilities	To administer/ promote the Church as a venue; to manage events; to attract future bookings	Business contacts	Name, contact details	Church Events co-ordinator	N/A	Legitimate interests	n/a	Information held on Events Co-Ordinator's computer.	Periodically reviewed.
Sunday School	Register of Sunday School Attendees	Retained in order to meet safeguarding obligations and to maintain contact links.	Children Parents/guardians	Name	Sunday School Leaders & Safeguarding Officer (Consent Forms)	N/A	In order to meet legal obligations particularly around safeguarding	Art (9)(g) Processing is necessary for reasons of substantial public interest - schedule 2 clause 10, preventing unlawful acts	Register in written form kept in safe in vestry.	Updated periodically Indefinitely.
Health and Safety book	Record of accidents	Insurance purposes	Church visitors	Name, medical info	PCC	N/A	Legal obligation	Protecting vital interests	Locked in vestry drawer	3 years
Navigator' communications	Contact details	To communicate church events to interested parties.	Those interested in church events.	Email addresses.	Incumbent/Churchwarden	N/A	Legitimate interests	n/a	Information held on computer.	Updated in response to users.
Livestreams of services	Images of individuals; names.	To further the ministry of the church by making services accessible to a broader range of people	Those attending Sunday services in person and in view of the camera	Faith, image, names (in some cases)	Members of public accessing service recordings	Internationally available through Facebook	Consent	Consent Opt out for those not wishing to be on camera to sit on alternative seats	Not applicable - publicly available information	1 year

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