



DATA PRIVACY NOTICE

St Mary & St Nicholas Church, Littlemore

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 2016/679 (the GDPR).

Who are we?

The PCC of St Mary & St Nicholas Church, and the incumbent (The Rev Margreet Armitstead) are, jointly and severally, the data controllers. This means they decide how your personal data is processed and for what purposes. The term *data controller* used below refers to both. Both can be contacted at St Mary and St Nicholas Church, The Vicarage, St Nicholas Road, Littlemore, Oxford, OX4 4PP.

How do we process your personal data?

The data controller complies with its obligations under the terms of the General Data Protection Regulation 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 within the parish of St Mary St Nicholas
- To administer membership records (for example, of Prayer Groups)
- To keep individuals informed about new initiatives connected with St Mary & St Nicholas Church
- To fundraise and promote the interests of the church
- To manage our employees and volunteers
- To maintain our own accounts and records, including the processing of Gift Aid applications
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with other members of the church in order to carry out a service to other members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

How long do we keep your personal data?

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.

We keep your personal data for no longer than reasonably necessary. 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.

If you have provided us with your data in connection with a specific project or purpose, then we undertake to delete that data once the project or purpose is complete.

We review our data holdings annually in order to keep our records up to date.

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 data controller holds about you
- The right to request that the data controller 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 data controller to retain such data
- 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 Commissioner’s Office. You can contact the Information Commissioner’s Office at the following address: Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will give you a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and wherever necessary, we will seek your prior consent to the new processing.