



## **St. Mary's Church -Purton**

### **Privacy Notice-Online Conferencing Event**

#### **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"), while Britain remains in the EU, and the Data Protection Act 2018 both before and after leaving the EU.

#### **Who are we?**

This Privacy notice is provided to you by the PCC of St Mary's, Purton as the Data Controller <sup>1</sup>(contact details below). This means it decides how your personal data is processed and for what purposes.

#### **What data do we process?**

We will process some, or all of the following where necessary to perform our tasks:

Names and aliases; telephone numbers and email addresses; where you make donations, or pay for activities goods or services, financial identifiers such as bank account numbers, payment card numbers and payment/transaction identifiers.

#### **How do we process your personal data?**

The PCC of St. Mary's, Purton 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.

We use your personal data for some or all of the following purposes: -

- To notify you of changes to our events and role holders;
- To send you communications which you have requested.
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To seek your views or comments;
- Our processing also includes the use of video recording systems for the prevention and detection of crime.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;

#### **What is the legal basis for processing your personal data?**

There are a number of legal bases on which we may rely, depending on the reason for processing. These are:

- In the first instance, we will ask for your explicit consent so that we can process your data only in connection with a specific event.
- Some of our processing is necessary for compliance with a legal obligation. In finance we process and share data with HMRC to claim tax relief about Gift Aid, we process data for

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<sup>1</sup> The incumbent (that is our Vicar), although being a member of the PCC is also a Data Controller in his/her own right in Pastoral matters.

accounting purposes leading to the sharing of data with Companies House and the Charities Commission.

- Where your information is used other than in accordance with one of these legal bases, and where another legal basis is not considered appropriate, then we will first obtain your consent to that use.

### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with the software providers, in order to use their platform for an event.

It is possible that we will need to share your data with some or all the following, but only where necessary:

- HMRC and the Charities Commission;

### **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 giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our current software suppliers, 'Zoom' is located in the USA. We may use cloud technology (such as 'Onedrive' or 'Dropbox') for the storage of data and of course these facilities are invariably located outside of the UK.

### **How long do we keep your personal data?**

We undertake to keep your data only for as long as we need it to complete an event or comply with legal obligations later placed on us. This means that we will delete it when it is no longer needed.

### **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. When exercising any of the rights listed below, 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:

1. The right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR.

We have complied with this by providing you with this privacy notice.

2. The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information. It helps individuals to understand how and why we are using their data, and check we are doing it lawfully.

3. The right of rectification whereby, individuals have the right to have inaccurate personal data rectified. An individual may also be able to have incomplete personal data completed – although this will depend on the purposes for the processing. This may involve providing a supplementary statement to the incomplete data.

4. The right to erasure whereby, individuals have the right to have personal data erased. This is also known as the 'right to be forgotten'. The right is not absolute and only applies in certain circumstances.

5. The right to restrict processing of your personal data where you have a particular reason for wanting the restriction. The right is not absolute and only applies in certain circumstances. This might be invoked if, for example, you have issues with the content of the information we hold or how we have processed your data. In most cases we will not be required to restrict the processing of an individual's personal data indefinitely but will need to have the restriction in place for a certain period of time. This right has close links with the right to rectification and the right to object.

6. The right to data portability gives individuals the right to receive personal data they have provided to a controller in a structured, commonly used and machine-readable format. It also gives you the right to request that a controller transmits this data directly to another controller.

7. The right to object to the processing of personal data where applicable. This effectively allows individuals to ask us to stop processing their personal data. This right only applies in certain

circumstances. Whether it applies depends on our purposes for processing and our lawful basis for processing.

8. Rights in relation to any automated individual decision-making (making a decision solely by automated means without any human involvement); and profiling (automated processing of personal data to evaluate certain things about an individual). Profiling can be part of an automated decision-making process.

9. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

10. The right to lodge a complaint with the Information Commissioner's Office.

### **The source of personal data**

Where we seek your personal information from you, we will advise you if you are under a contractual or legal obligation to supply the information.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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, unless some other legal basis exists, which we will convey to you prior to that processing.

### **Changes to this Notice**

We keep this Privacy Notice under regular review and we will place any updates on this web page <http://www.stmaryspurton.org.uk/>. This Notice was last updated in May 2020.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you, or to exercise all relevant rights, queries or complaints at:

The Data Controller, The Vicarage, 2 Kings Acre, Hyde Lane, Purton, SN5 4DU.

Email: [dataprotection@stmaryspurton.org.uk](mailto:dataprotection@stmaryspurton.org.uk)

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.

*The PCC of St. Mary's Purton is a charity excepted from registration by the Charity commission.*