



## DATA PRIVACY NOTICE

### The Parochial Church Council of Romsey

#### 1. Your personal data – what is it?

Personal data relates to a living individual (hereinafter “you” and “the data subject”) 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 Data Protection Act 2018 or its successor legislation.

**Please note that:** The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR).

#### 2. Who are we?

The Parochial Church Council of Romsey (hereinafter “the PCC”) is the data controller (contact details below). This means that it decides 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 The Data Protection Act 2018 by:

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining unnecessary amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure;
- ensuring that appropriate technical measures are in place to protect personal data.

The PCC uses your personal data for the following purposes:

- for members of the clergy and authorised lay volunteers to provide pastoral care to Parishioners;
- to promote the interests and activities, including but not limited to fundraising, of all of the committees, sub-committees, groups and other charities working for and reporting to the PCC or associated with the PCC;
- to administer and maintain our own accounts and records (including the processing of gift aid applications);
- to manage our employees and volunteers;
- if requested by the data subject to provide the data subject with information about news, events, activities and services running within the Parish;
- to operate the PCC’s web site <https://www.romseyabbey.org.uk/> and deliver the services offered on the web site.

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

- Explicit consent of the data subject so that we can keep you informed about the PCC's news, events, activities and services and process your gift aid donations;
- Processing is necessary for carrying out any legal obligation including but not limited to employment, entering into or the performance of a contract, social security or social protection law;
- The PCC has a legitimate interest in processing your data or communicating with you about Abbey-related activities;
- Processing is carried out by the PCC as a not-for-profit body with a religious aim (as authorised as a legitimate interest by The Data Protection Act 2018) provided that:
  - the processing relates only to members of the Parish or former members of the Parish (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent;
  - the processing is necessary to protect the vital interests of a data subject or another person;
  - the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

#### 5. Sharing your personal data

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

The Romsey Deanery & Diocese of Winchester will hold data for Clergy, Licenced Lay Ministers, Churchwardens, members of the PCC and other officers, by reason of the posts they hold.

#### 6. How long do we keep your personal data<sup>1</sup>?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records<sup>1</sup>" which is available from the Church of England website [see footnote for link].

Copies of Minutes of PCC meetings are archived at the Hampshire Records Office in Winchester along with the Parish's completed Registers of Births, Marriages and Deaths.

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<sup>1</sup> 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/sites/default/files/2017-11/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf)



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 Data Protection Act 2018 and/or as provided for in Clause 4 above, as a data subject you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which the PCC holds;
- the right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;
- the right to request that personal data is erased where it is no longer necessary for the PCC to retain such data;
- the right to withdraw consent to the processing at any time;
- the right to request that the data controller provides you with your personal data and, where possible, to transmit that data directly to another data controller (known as the right to data portability);
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing;
- the right to object to the processing of personal data (where applicable);
- the right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If the PCC wishes to use the data subject's personal data for a new purpose not covered by this Data Privacy Notice, then the PCC will provide the data subject 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, the PCC will seek the data subject's prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints, in the first instance please contact the Parish Administrator at Romsey Abbey Parish Office on 01794 513125 or via email [parishoffice@romseyabbey.org.uk](mailto:parishoffice@romseyabbey.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.