

Appendix 8: Data Privacy Notice

The Parochial Church Council (PCC) of Holy Trinity with St Edmund, Horfield (Holy Trinity Church), Bristol.

1. 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).

2. Who are we?

The PCC of Holy Trinity Church, Horfield is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. The categories of personal data we collect are:

- contact information – where you live or work and how to contact you.
- consents – preferences for marketing and fundraising.
- financial – for giving and other purposes.
- national identifier – National Insurance number.
- sensitive data – including socio-demographic and criminal records (safeguarding and HR).
- medical – allergy/medications/emergency contacts.
- security – CCTV footage.
- live streaming – some services are live streamed.
- communications – what we learn from e-mail and other correspondence.

4. How do we process your personal data?

The PCC of Holy Trinity Church, Horfield 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 the following purposes:

- To manage the governance and organisation of the church's day to day work.
- To organise and manage the delivery of services of worship.
- To organise and manage the delivery of events and activities.
- To organise and manage our pastoral support programme.
- To organise and manage our commercial activities (e.g. hall letting).
- To administer membership records.
- 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 manage our legal responsibilities in relation to safeguarding, health and safety, data protection and human resources.
- To inform you of news, events, activities and services running at Holy Trinity Church.

- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

6. Sharing your personal data

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

7. How long do we keep your personal data¹?

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.

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.

8. 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 PCC of Holy Trinity Church, Horfield holds about you.
- The right to request that the PCC of Holy Trinity Church, Horfield 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 PCC of Holy Trinity Church, Horfield to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- 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 object to the processing of personal data, (where applicable).

- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator by e mail at hpc.sec@horfieldparishchurch.org.uk

Phone: 07880 657829

Post: Horfield Parish Church, Wellington Hill, Horfield, Bristol BS7 8ST, UK

Website: horfieldparishchurch.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via the website [Contact us - public | ICO](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

This Privacy Notice is provided by the Incumbent and PCC of Holy Trinity Church, to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is Holy Trinity Church

- The PCC have the responsibility for ensuring that data policies and procedures are in place and that compliance is managed proactively.
- The Parish Administrator is responsible for the management of the church's database.
- This notice covers Holy Trinity Church staff, volunteers and all individuals who come into contact with the church.

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¹ 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/more/libraries-and-archives/records-management-guides>