



All Saints Church

W O K I N G H A M

DATA PRIVACY NOTICE

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").

Who are we?

The PCC of All Saints Church Wokingham¹ is the data controller (contact details below) and is referred to as "we" or "us" below. This means it decides how personal data is processed and for what purposes.

How do we process personal data?

We comply with our 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 personal data for the following purposes:

- To administer membership records;
- To raise funds and to promote the interests of the charity;
- To manage our employees and volunteers;
- To enable us to provide a voluntary service for the benefit of the public in and around Wokingham;
- To maintain our own accounts and records (including the processing of gift-aid applications);
- To inform you of news, events, activities and services running at All Saints.

What is the legal basis for processing personal data?

Either Your explicit consent as the data subject so that we can keep you informed about news, events, activities and services and process gift-aid donations and keep you informed about diocesan events.

Or Processing is carried out by us (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 us in connection with those purposes).

Or Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

Or Processing is necessary for carrying out normal commercial transactions.

¹ Formal Name: The Parochial Church Council of the Ecclesiastical Parish Of All Saints, Wokingham

Sharing personal data

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.

How long do we keep 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 ².

Specifically, we retain electoral roll data while it is still current; gift-aid declarations and associated paperwork for six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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 all the personal data which we hold about you;
- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right of data portability, namely to request that we (as a data controller) provide you with your personal data and, where possible and applicable, to transmit that data directly to another data controller;
- 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 Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Parish Administrator via email at parishoffice@allsaintswokingham.org.uk or at The Cornerstone, Norreys Avenue, Wokingham RG40 1UE.

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.

² https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf