

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of Wokingham All Saints

#### 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 Parochial Church Council of the parish of Wokingham All Saints ("the PCC") is the data controller (contact details below). This means 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 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- 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 inform you of news, events, activities, and services running at All Saints Church Wokingham and in The Cornerstone community centre which the PCC owns and runs

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

- Explicit consent of the data subject (that's you!) so that we can keep you informed about news, events, activities, and services and keep you informed about church 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.

#### 5. 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. By submitting your data to our membership software iKnowChurch you consent to sharing with certain other wider church-related bodies. See Appendix 1 below.

## **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” which is available from the Church of England website [see footnote for link].

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 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 holds about you;
- 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 your personal data is erased where it is no longer necessary for the PCC 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) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **8. 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.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator at [parishoffice@allsaintswokingham.org.uk](mailto:parishoffice@allsaintswokingham.org.uk) or phone 0118 979 2797

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.

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

## Appendix 1

### Submitting your data to iKnowChurch software.

In order to store and process your details we use a church management application iKnowChurch, including the module LifeEventsDiary for processing data relating to baptisms, marriages and funerals. Here are the details.

Our carefully selected platforms, providers, suppliers, contractors, consultants, and those within relevant roles and offices of the Church of England may process your data in accordance with any data protection law in place. These include, but are not limited to: Edit Websites Ltd trading as iKnow Church, National Institutions of the Church of England ("NCIs"), Area/Rural Deans, Archdeacons, relevant diocesan representatives, and/or those responsible for the legal, pastoral, and administrative continuity of the church(es).

Your data may be entered into the Life Events Diary/iKnow Church, online software to manage contact information, pastoral and service administration, and follow up, among other purposes. You can view their privacy policy here: <https://www.lifeeventsdiary.org/privacy-notice.php> and <https://www.iknowchurch.co.uk/privacy-policy> and it's to these which we have agreed.

Sometimes, and especially, although not exclusively, in cases where a church is in vacancy or interregnum, or in extraordinary or unusual circumstances, and usually in order to establish who the correct and proper person(s) is/are to have access to a Life Events Diary/iKnow Church account, or to understand who can decide the course of action for the account and/or the data within the account, iKnow Church or the NCIs (or their carefully selected suppliers and contractors), will liaise with, and may share relevant data with, Area/Rural Deans, Archdeacons, appropriate representatives from the relevant diocese, and/or others responsible for the legal, pastoral, and administrative continuity of the church(es).

There may be times when the NCIs would like to ask you for your opinion, input, or feedback on the wider work of the Church of England, in this case they will contact an appropriate representative at the church first, for their permission to contact you, and the church would then likely act as a conduit rather than the NCIs contacting you directly. The NCIs, will not use your data in the Life Events Diary to directly contact you without your explicit, and in most circumstances, the explicit consent of the relevant church, except where required to do so by law.

We, and all our platforms, providers, suppliers, contractors, consultants, and those within relevant roles and officers of the Church of England are committed to protecting and respecting your privacy and complying the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), Data Protection Act 2018, any other national implementing laws, regulations and secondary legislation, and any successor legislation to the GDPR or DPA 2018 .

For reference, the National Institutions of the Church of England ("NCIs") are The Archbishops' Council, The Archbishop of Canterbury (in his corporate capacity), The Archbishop of York (in his corporate capacity), The Church Commissioners for England, The Church of England Pensions Board, Lambeth Palace Library and The National Society (Church of England) for Promoting Religious Education. You can find privacy and data protection information here: <https://www.churchofengland.org/more/terms-and-conditions>

