



DATA PRIVACY NOTICE - The Church of the Holy Redeemer, York

Who are we?

The Parish Church Council ('the PCC') for The Church of the Holy Redeemer, York ('Holy Redeemer') is a data controller and so is the vicar of Holy Redeemer. This means the PCC and the vicar decide how your personal data is processed and for what purposes.

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 its possession. The Processing of personal data is governed by the General Data Protection Regulations (GDPR) inside the new Data Protection Act 2018.

How do we process your personal data?

The PCC & the vicar comply with their obligations under the Data Protection Act 2018 by:

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

We use your personal data for the following purposes:

- To enable our function as a Parish Church for the benefit of parishioners & members;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our volunteer and paid workers;
- To maintain our own accounts and records
(including the processing of gift aid applications);
- To inform you of news, events, activities and services that we offer;
- 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.

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 process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations 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.

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 share your contact details with the Diocese of York, for information directly relevant to the church role you are undertaking. We will only share your data with third parties outside of the parish with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and adhere to Church of England guidelines on data retention.

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 personal data which the PCC or vicar holds about you;
- the right to request that the PCC or vicar 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 or vicar to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the data controller provides you with your personal data and, where possible and applicable, 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 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.

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 Church Office on 01904 796290 or by email: office@holyredeemeryork.com.

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.