



# The Parish of St Edmund with St Mark Wootton, Isle of Wight

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St Edmund with St Mark, Wootton

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

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

#### 2. Who are we?

The PCC of St Edmund with St Mark, Wootton 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 of St Edmund with St Mark, Wootton 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 Wootton Bridge;
- 🕒 To administer electoral roll and parishioner contact details
- 🕒 To fundraise and promote the interests of St Edmund’s and St Mark’s
- 🕒 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 St Edmund’s and St Mark’s.

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

Your explicit consent is needed so that we can keep you informed about news, events, activities and services and to process any gift aid donations and keep you informed about diocesan events.

#### 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 plurality (St Peter’s Havenstreet, Holy Cross Binstead, St Edmund’s and St Mark’s Wootton share a priest-in-

charge and are termed a 'plurality') We will only share your data with third parties outside of the plurality with your consent.

## **6. How long do we keep your 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.

Specifically, we retain electoral roll data which 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 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 St Edmund with St Mark, Wootton holds about you;
- ⌚ The right to request that the PCC of St Edmund with St Mark, Wootton 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 St Edmund with St Mark, Wootton 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 you with your 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.

## **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 contact the GDPR Officer at [gdpr.officer.st.marks@gmail.com](mailto:gdpr.officer.st.marks@gmail.com).