

stmatthew'schurch

DATA PRIVACY NOTICE

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 PCC or vicar's possession or likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The parochial church council (PCC) and vicar of St Matthew's Church Cambridge decide how your 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;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To offer pastoral care with appropriate training and supervision;
- To enable you to be in contact with other church members;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you about news, events and activities at St Matthew's.

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

- We have a legitimate interest in providing you with appropriate initial pastoral care and information when you first express an interest or attend one of our events.
- Explicit consent allows us to keep you up to date about news, events, and activities; to process your gift aid donations; or to share your contact details with other church members.
- Processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement.
- Processing of sensitive data, for example about your beliefs, is permitted for any not-for-profit body with an aim that concerns faith and belief, provided that: -
 - we have a legitimate interest, for example in providing proper supervision and training for pastoral care, or in managing volunteers or membership records;
 - the processing relates only to members, former members or those who have regular contact with us in connection with faith matters; and
 - there is no disclosure to any third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared between the relevant members of our team and only for purposes connected with the church. We will only share your data with members of the church if you give your explicit consent, for example if you wish to be included in our online members' contact list. We do not share personal data outside St Matthew's Church except where there is a legal obligation to do so.

6. 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 [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 of St Matthew’s holds about you;
- The right to request that the PCC of St Matthew’s, Cambridge, 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 Matthew’s, Cambridge 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 of complaints please in the first instance contact the Administrator at office@stmatthews.uk.net 01223 363545.

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.

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>