**GENERAL PRIVACY NOTICE**

**Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998.

**Who are we?**

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of St John the Baptist Knutsford, Charity number [1131500](http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/SearchResultHandler.aspx?RegisteredCharityNumber=1131500), which is the data controller for your data. In the rest of this Privacy Notice, we use the word “we” to refer to St John the Baptist PCC.

**What data do the data controllers listed above process? They will process some or all of the following where necessary to perform their tasks:**

* Names, titles, and aliases, photographs;
* Contact details such as telephone numbers, addresses, and email addresses;
* Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, languages spoken, education/work histories, academic/professional qualifications, hobbies, family composition, and dependents;
* Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
* Where relevant to our mission to provide prayer support to you and those known to you and to comply with our safeguarding responsibilities to children and vulnerable adults, data you provide to us concerning the health and wellbeing of the relevant people.

The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data (as defined here by the ICO <https://goo.gl/rHo6Zt>) where it is required by statute.

**How do we process your personal data?**

We will comply with our legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

* + To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
	+ To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
	+ To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals;
	+ To deliver the Church’s mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the statutory framework of the data controller;
	+ To administer the parish, deanery, archdeaconry and diocesan membership records;
	+ To fundraise and promote the interests of the Church and charity;
	+ To maintain our own accounts and records;
	+ To process a donation that you have made (including Gift Aid information);
	+ To seek your views or comments;
	+ To notify you of, and any changes to, our services, events and role holders;
	+ To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
	+ To process a grant or application for a role;
	+ To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution

**What is the legal basis for processing your personal data?**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use

In addition, there is a special processing basis that allows religious (amongst others) not-for-profit bodies to process sensitive data provided the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and provided there is no disclosure to a third party without consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

* The appropriate bodies of the Church of England including the Diocese of Chester;
* Our agents, servants and contractors. For example, we may use a commercial provider to send out newsletters on our behalf (e.g. mail chimp), or to maintain our database software;
* Other clergy or lay persons nominated by our clergy, the PCC or licensed by the bishops of the Diocese of Chester to support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop’s Permissions may participate in our mission in support of our regular clergy;
* On occasion, other churches and mission partners (including para-church organisations) with whom we are carrying out joint events or activities.

**How long do we keep your personal data?**

In general, we will endeavour to keep data only for as long as we need it, in accordance with the [Church of England’s policies](https://goo.gl/Z5wBpa) and if we are legally required to do so. This may mean we have to keep some of your records for an extended period of time, or permanently in specific circumstances. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. Notwithstanding this, we will look to delete data when it is no longer needed.

**Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you

* At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information, and where we obtained the information from. Once we have received your request we will respond within one month.
* There are no fees or charges for the first request unless the request is ‘manifestly unfounded or excessive’ but additional requests for the same data may be subject to a reasonable administrative fee (<https://goo.gl/DGvjwb>).

2. The right to correct and update the information we hold on you

* If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your information erased

* If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
* When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

4. The right to object to processing of your data

* You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability

* You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.

* You can withdraw your consent easily by email, or by post (see Contact Details below).

7. The right to object to the processing of personal data where applicable.

8. The right to lodge a complaint with the Information Commissioner’s Office.

**Transfer of Data Abroad**

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**Further processing**

If we wish to use your personal data for a new purpose, not covered by this 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 of complaints please in the first instance contact the Church Administrator at office@stjohnsknutsford.org.uk. Or St John the Baptist, Church Hill, Knutsford. WA16 6DH

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.