

# Data Privacy Notice

## United Benefice of Mountsorrel

Incorporating

**The Parochial Church Council (PCC) of Christ Church, Mountsorrel**

and

**The Parochial Church Council (PCC) of St Peter's Church, Mountsorrel**

The United Benefice of Mountsorrel (The Parishes of Mountsorrel, Christ Church and Mountsorrel Saint Peter), hereafter referred to as the 'Mountsorrel Benefice' is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled.

**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. Virtual/On-line Services.** Due to and during the recent Covid19 Pandemic, we have delivered the following on-line, using 'Zoom': Sunday Service, Morning Prayer and Coffee Morning. The Sunday Service is by email invite and this service will be recorded for uploading onto our social media and website. There is a message on the 'waiting room' for the service stating this, and you have the option of opting out of the video and or the audio recording before you join the service. Morning Prayer again is by email invite, Coffee Morning is open to all who want to join to catch up and converse with friends etc.

**3. Who are we?** The PCC's of both Churches in the Mountsorrel Benefice are the data controller for their respective Church (contact details below). This means it decides how your personal data is processed and for what purposes.

**4. How do we process your personal data?** The PCC's of the Churches in the Mountsorrel Benefice 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 promote our Church services, which can include using our social media, website and internal notice boards.
- 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 in the Mountsorrel Benefice;
- 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.

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

- Explicit consent of the data subject so that we can keep you informed by email, text or other electronic method 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.

**6. Sharing your personal data.** Your personal data will be treated as strictly confidential and will only be shared with other members of the Mountsorrel Benefice in order to carry out a service to other church members or for purposes connected with the church. Unless legal exemptions apply, we will only share your data with third parties outside of the parish with your consent.

## **7. 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 7 years after the tax year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

## **8. 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 Christ Church, Mountsorrel and/or St Peter’s Church, Mountsorrel holds about you;
- The right to request that the PCC of Christ Church, Mountsorrel and/or St Peter’s Church, Mountsorrel 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 Christ Church, Mountsorrel and/or St Peter’s Church, Mountsorrel 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.

## **9. 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.

## **10. Contact Details**

PCC Secretary, Christ Church: Mr. Peter Hodson

PCC Secretary, St. Peters Church: Mr. David Bird

To exercise all relevant rights, queries or complaints please in the first instance, please contact the Parish Administrator, Mr Paul Rowley, c/o The Vicarage, 4 Rothley Road, Mountsorrel, Loughborough, LE12 7JU or Email: [admin@mountsorrelstpeters.org](mailto:admin@mountsorrelstpeters.org) or Tel: 0116 421 0143

You can contact the Information Commissioners Office on 0303 123 1113 or via email at:

<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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>