

## **DATA PRIVACY NOTICE**

### **St James, Spaldwick**

St James, Spaldwick recognises the importance of your privacy.

This Data Privacy Notice explains what you can expect when St James, Spaldwick collects and uses your personal information (data) and how it is protected and used.

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

Personal data is any information which enables a living person to be identified. How your personal data is protected and used is governed by the General Data Protection Regulation (“GDPR”).

#### **2. Who are we?**

St James, Spaldwick is managed by the Vicar together with the Parochial Church Council of St James, (PCC), who are St James trustees.

The Vicar and the PCC are the people who decide how your personal data is processed and for what purposes. In this notice “we” means the Vicar and the PCC of St James.

#### **3. How do we process your personal data?**

GDPR requires us to collect only the information that we need, to make sure it is up to date and to keep it for only as long as we need to use it.

We must keep your data secure and have appropriate technical measures in place to prevent your data being lost, misused, disclosed, or accessed improperly.

#### **4. What do we use your personal data for?**

We use your personal data:

- to communicate well about the life, activities, and events of St James
- for pastoral care
- to provide the services of a parish church to the local community
- to tailor some of our communications, events and activities to specific groups based e.g., on age, sex, marital/single status, skills, or interests
- to manage staff and volunteers
- to survey members to seek their views on the events and activities we offer
- to manage membership records
- to manage our money, gift aid, donations, and records
- further our charitable aims for example through fundraising and promoting the interests of St James to enable us to serve our community through voluntary activities
- to manage customers booking the church or church facilities
- to operate our databases to deliver the services
- to fulfill contractual or other legal obligations
- using audio-visual media to project services within the church and over the internet

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

We process your information in the course of our legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without your consent.

We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms.

We will ask for your specific consent to collect and hold your personal information necessary for you to join the Electoral Roll and when joining any regular e-mailing list and for inclusion in our 'Who's Who' Church Directory.

We also ask your consent to hold and use your children's information

#### **6. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other St James ministry leaders and other members for purposes connected with the church and in your best interests.

Your data will not be shared with any other third parties without your consent.

#### **7. 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 [<https://www.StJamesofengland.org/more/libraries-and-archives/records-management-guides>].

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.

#### **8. Your rights and your personal data**

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it.

There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it. If you believe that any information, we hold about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us, please let us know. Any information found to be incorrect will be corrected as quickly as possible. If you would like to see a copy of the information, we hold about you please contact us. You can ask us to transmit it to another organisation and we will do this if possible. If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

#### **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 in advance that says what we will use it for, how and our basis for doing so. Where and whenever necessary, we will seek your prior consent to the new processing.

#### **10. Contact Details**

If you have any queries, concerns or have a complaint about your personal data that we hold, please contact us in the first instance so we can help.

Please contact Melanie Tindale (Benefice Administrator) by emailing [melanie.tindale@googlemail.com](mailto:melanie.tindale@googlemail.com), or telephone 07984 422450.

You also have the right to complain to the Information Commissioner's Office (ICO) about anything relating to the processing of your personal information by St James.

You can contact the ICO via its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or call 0303 123 1113.