

DATA PROTECTION NOTICE

The Ecumenical Church Council (ECC) of Christchurch Clevedon

1. Who are we?

The Ecumenical Church Council of Christchurch Clevedon is the data controller for Christchurch (contact details below). This means it decides how your personal data is processed and for what purposes.

2. 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 2016/679 (the "GDPR"). It will include information such as your name, date of birth, address, email and any other information you have disclosed to us.

3. Why do we need to use your personal data?

We may 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 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 at Christchurch;
- 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.

4. General Data Protection Regulation (GDPR) Compliance

To ensure we manage data in accordance with GDPR the ECC of Christchurch Clevedon will:

- Gain consent from you to process your data;
- Keep personal data up to date;
- Store and destroy personal data securely;
- Not collect or retain excessive amounts of data;
- Protect personal data from loss, misuse, unauthorised access and disclosure;
- Ensure that appropriate technical measures are in place to protect personal data and
- Not share any personal data with a third party without explicit consent.

5. Consent to processing and sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with members of the ECC and staff of Christchurch. Our electoral role is now done via Churchsuite and you can register your consent to data use/sharing on this web platform. We will only share your data with third parties outside of the parish with your consent.

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 7 years after the tax 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 GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the ECC of Christchurch holds about you;
- The right to request that the ECC of Christchurch 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 ECC of Christchurch 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);
- 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 ECC Secretary via email (christchurch.eccsecretary@gmail.com)

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