

PRIVACY NOTICE

St James's Church, New Barnet

This privacy notice explains what to expect when St James's Church collects and uses your personal information. This is regulated by new legislation called the **General Data Protection Regulation (GDPR)**. Please read it carefully.

Who are we?

The Parochial Church Council of St James's New Barnet (*The PCC*) is the **data controller**. This means it is responsible for personal data gathered, stored and processed on behalf of St James's Church.

Your personal data – what is it?

Personal data means information about a living, identifiable individual – such a person is known as a **data subject**. If you are a member of St James's Church or are involved in any of its activities, then that probably includes **you**.

GDPR gives you more control than previous legislation over the personal information that the PCC holds about you.

GDPR recognises some information as 'sensitive personal data'. This includes information which reveals your religious beliefs, health issues, race or ethnic origin. The PCC will always treat any sensitive personal data with extra care, in accordance with GDPR.

How do we process your personal data?

The PCC complies with its obligations under 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 the parish of New Barnet and the surrounding area;
- To administer membership records, including the electoral roll;
- To fundraise and promote the interests of the church;
- 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 St James;
- To enable us to keep those taking part in events safe by sharing information about dietary restrictions or health concerns;
- To enable us to keep children taking part in events safe by sharing contact information for parents or guardians;
- To enable us to ensure that photographs of individuals are only used with their permission.

What is the basis for processing your personal data?

We need to have a lawful basis for processing personal data. The following are the lawful bases that apply when the PCC processes your data.

- In some cases we ask for your explicit consent so that we can keep you informed about news, events, activities and services; so that we can process your gift aid donations; so that we can ensure your safety at events; so that we can respect your wishes about how photographs are used in our publicity.
- Some processing is necessary for carrying out our legal obligations under employment, social security or social protection law, or a collective agreement.
- Some processing may be carried out in the course of our legitimate activities without explicit consent, which is permissible because we are a not-for-profit body with a religious aim. This includes, for example, contact details held by leaders of small groups for the purpose of keeping group members informed about activities of the group. We will only do this if:
 - the processing relates only to members or former members of St James New Barnet (or those who have regular contact with the church in connection with those purposes);
 - and if we do not disclose any of your information to a third party without your consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will never share your information with third parties unless either this is explained to you at the time we collect your information and you give us your permission to, or we are legally required to do so. For example, we are legally required to provide your data to HMRC if you have agreed to us claiming Gift Aid on your donations.

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 at least 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

Your rights and your personal data

You have a number of rights with respect to your personal data. These apply generally, but there are some exceptions, for example to requesting erasure when we have an overriding legal obligation to keep your data.

- The right to request a copy of your personal data which the PCC holds about you;
- The right to request that the PCC 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 to retain such data;
- The right to withdraw your consent to the processing of your data at any time;
- 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;
- The right to lodge a complaint with the Information Commissioner’s Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this privacy notice, then we will provide you with a new notice explaining this new use before we begin the processing, where we will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your consent to the new processing before we start using it for the new purpose.

Further information

If you would like to know more about this privacy policy, or if you would like to exercise any of your rights as described above, then you can:

- Talk to one of the churchwardens, or to the vicar
- Write to us at:
St James New Barnet,
71 East Barnet Road,
New Barnet, EN4 8RN
- Contact the Office Manager, Bryony Porter, in the church office on 07505 203260 or at office@stjamesnewbarnet.com

For more details on the GDPR and for questions about how organisations may use your personal data, 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, or at <https://ico.org.uk/>.

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>