

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN AND ST PATRICK, HIGHGATE, BIRMINGHAM

Registered as a Charity in England and Wales: Charity Number 1169941

## DATA PROTECTION 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 e.g. a name, photographs, videos, e-mail address, or postal address. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679 and the UK Data Protection Act 2018, which enshrines the same regulations in United Kingdom law so that they will continue in force when the UK leaves the European Union, 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 of the Ecclesiastical Parish of St Alban and St Patrick, Highgate, Birmingham (“the PCC”) which is the data controller for your details held or processed by the PCC.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church’s mission in each community. The PCC works together with:

- the Incumbent of the parish, our Vicar Fr Gerry Sykes, and
- the Bishops of the Diocese of Birmingham.

As the Church is made up of all of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and our community. The Vicar and the bishops of the diocese are also data controllers independently of the PCC.

Each of the data controllers have their own tasks within the Church and the description of what data is processed and for what purpose as set out in this Privacy Notice relates to how we, as the PCC, process your data.

### What data do we process?

Some or all of the following may be processed where necessary to perform our tasks:

- Names, titles, aliases, and photographs;
- Contact details such as telephone numbers, postal addresses, and e-mail 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, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of church facilities, printing by our printing unit or subscriptions for our parish magazine or to our Friends organisation, financial identifiers such as bank account details.

### 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 measures are in place to protect personal data.

We may 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 parishioners and extra-parochial members of our congregation and provide 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 constitution and statutory framework of each 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 any donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of 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 or 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 the parish;
- To maintain archival records for historical purposes

For those who are role holders, e.g. Churchwardens, PCC Secretary, PCC Treasurer, Deanery Synod representatives, Safeguarding officers, Director of Music, Verger, Cleaner etc., your data may be processed:

- To enable those who undertake pastoral care duties as appropriate (e.g. visiting the bereaved);
- To manage our employees and volunteers;
- 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;
- We will process data about role holders for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations, for example to pay employees and contractors, monitor their performance and to confer benefits in connection with their engagement as a Role Holder. "Role Holders" includes volunteers, employees, contractors, agents, staff, retirees, temporary employees, beneficiaries, workers, treasurers and other role holders.
- We may process sensitive personal data relating to Role Holders or applicants for Roles including, as appropriate:
  - information about a Role Holder's physical or mental health or condition in order to monitor sick leave and take decisions as to the Role Holder's fitness for work;
  - the dates, outcome and expiry dates of safeguarding checks and details of safeguarding training;
  - information required to comply with legal requirements and obligations to third parties.

## **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 is 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 are required by HMRC to retain records of Gift Aid Donations for six years after the end of the accounting period they relate to and it is current best practice to keep all financial records for a minimum period of seven years to support possible HMRC audits;
- We are required by Church of England guidance to retain some records related to safeguarding young people and vulnerable adults for seventy-five years after contact between the PCC and any individuals involved has ceased.

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. Examples of this include processing your data in connection with the hire of church facilities; sending parish magazines, newsletter, and subscription information to magazine subscribers and members of our Friends organisation.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

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

## **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 have given us your prior consent. We may need to share your data with some or all of the following (but will do so only where necessary):

- The appropriate bodies of the Church of England including the other data controllers named above;
- Our agents, servants and contractors. For example, if we were to use a commercial provider to send out newsletters on our behalf, or to maintain our database software;
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Birmingham 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;
- Other persons or organisations operating within the Diocese of Birmingham;
- On occasion, other churches with which we are carrying out joint events or activities.

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

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep all financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## **Your rights and 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.

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

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 but additional requests for the same data may be subject to an administrative fee.

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.
- When we receive your request, we will confirm whether the data that we hold is out of date, incomplete or incorrect and if so update it accordingly.

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 telephone, e-mail, 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 accessible from overseas so some personal data (for example contact details of role holders) 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**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints, please, in the first instance, contact the acting Data Protection Officer, Chris Smith c/o St Alban's Vicarage, 120 Stanhope Street, Highgate, Birmingham B12 0XB; phone 0121 471 1301; e-mail: [chris.smith-sammons@blueyonder.co.uk](mailto:chris.smith-sammons@blueyonder.co.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or by means of e-mail via <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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