

**The Parochial Church Council (PCC)
of the Parish of Godalming, Surrey**

PRIVACY POLICY

The PCC of the Parish of Godalming is committed to respecting your privacy and to complying with applicable data protection and privacy laws. We have provided this Data Privacy Statement to help you understand how we collect, use and protect your personal data when you provide it to us. Our use of any personal data you provide to us is governed by the General Data Protection Regulation (GDPR) which has replaced the Data Protection Act.

What is Personal Data?

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 our possession or likely to come into our possession. Personal data includes name, address, birth date, email address, and more sensitive information such as medical information or financial data such as bank details. The GDPR specifies that Personal Data:

- Will be processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Collected on a data subject should be “adequate, relevant and limited.” i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than is necessary, and that storage is safe and secure.

Who are we?

The PCC of the Parish of Godalming is the data controller of any personal data we hold. This means that it decides, within the regulations, how your personal data is processed and for what purposes. For contact information, please see the details at the end of this document.

Processing your personal data

The PCC complies with its obligations for processing your personal data under the GDPR by:

- Keeping personal data up to date.
- Storing it securely and destroying it when no longer required.
- Protecting personal data from loss, misuse, unauthorised access and disclosure.
- Ensuring that appropriate physical and technical measures are in place to protect it.

We may use your personal data for the following purposes:

- Responding to and keeping a record of any of your enquiries, requests for information or other communications from you.
- Providing contact between you and our clergy or other individuals as part of the Parish's Christian work
- Providing services you have requested, for example marriage, baptism or flower arranging.
- To maintain our own accounts and records (including the processing of Gift Aid applications).
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- Any other processing for which you have given your consent.

The legal basis for processing your personal data

- The data subject (you) is required to give explicit consent to allow us to keep you informed 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, a collective agreement or any other compliance with a legal obligation, for example that required by HMRC for Gift Aid donations.
- 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.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with clergy and other members of the church in order to carry out a service to other church members or for purposes connected with the church:

- Unless stated when your information was provided or collected; and/or
- Unless required to comply with legal or regulatory obligations or requests

We will only share your personal data with third parties outside the parish with your consent.

Retention of your personal data

Your personal data is retained only for as long as it is required for the purposes of processing as above. 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. In case of legal claims or complaints and for parish registers (baptisms, marriages, funerals) data may be kept permanently. Personal data collected when joining one of our church groups is kept only as long as attendance at the group is maintained.

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:

- To request a copy of your personal data we hold.
- To request that corrections be made to your personal data if it is found to be inaccurate or otherwise out of date.
- To request your personal data is erased where it is no longer necessary for us to retain such data
- To request that the data controller (PCC) provide the data subject (you) 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.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Statement, 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

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary (Data Controller) email godalmingpccsecretary@gmail.com.

You can also 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.