ST MARY STOKE

Life-changing FAITH | Renewed HOPE | Committed LOVE

DATA PRIVACY NOTICE

For the Church Council and Church of St Mary Stoke, Ipswich

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 UK General Data Protection Regulation ("UK GDPR") and the Data Protection Act 2018.

Who Are We?

The Church Council of St Mary Stoke Church, Ipswich is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How Do We Process Your Personal Data?

The Church Council of St Mary Stoke Church, Ipswich complies with its obligations under the UK 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 Ipswich area, as specified in our vision and mission;
- 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 St Mary Stoke Church.

What Is the Legal Basis for Processing Your Personal Data?

- Explicit consent of the data subject, so that we can keep you informed about news, events, activities and services, process your gifts and donations, and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a religious 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 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 only share your data with third parties outside of the parish with your consent.

How Long Do We Keep Your Personal Data?

We keep data in accordance with the guidance set out in “Keep or Bin: Care of Your Parish Records”, available from the Church of England website (see link below).

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.

Your Rights and Your Personal Data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Church Council of St Mary Stoke Church, Ipswich holds about you.
- The right to request that the Church Council 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 Church Council 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 you with your personal data and, where possible, transmit that data directly to another Data Controller (the right to data portability) – where applicable.
- The right, where there is a dispute over the accuracy or processing of your personal data, to request that 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 Commissioner’s Office (ICO).

Further Processing

If we wish to use your personal data for a new purpose not covered by this notice, 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 necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise any of the rights above, or for queries or complaints, please contact the Parish Office at St Mary Stoke, Ipswich, in the first instance:

- Email: bookings@stmarystoke.co.uk
- Address: St Mary Stoke, Stoke Street, Ipswich, Suffolk, IP2 8DA

Further detail on retention periods can be found in the Church of England’s Records Management Guides: churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx

Review

This notice will be reviewed annually by the PCC.

Prepared for St Mary Stoke PCC.