

# DATA PRIVACY NOTICE

## The Incumbent of St Stephen's & St Wulstan's, Selly Park

### 1. 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 (the "GDPR").

### 2. Who am I?

The Incumbent of St Stephen's & St Wulstan's, Selly Park is the data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

### 3. How do I process your personal data?

I comply with my obligations under the "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.

I use your personal data for the following purposes: -

- To enable me 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 church;
- To manage the PCC's employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid applications);
- To operate the church's web site and deliver the services that individuals have requested;
- To inform you of news, events, activities and services running at St Stephen's & St Wulstan's, Selly Park.

### 4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that I can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about 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 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.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC and other members of the church in order to carry out a service to other church members or for purposes connected with the church with the following exceptions. Personal data will be stored on servers belonging to the church's church management system provider, ChurchSuite. Data relating to visits to the church

website will be stored on servers owned by the website host, and may be accessed by them for the purposes of maintaining and troubleshooting the website. Emails sent to email addresses (ending in sssw.org.uk) will be stored on servers belonging to the PCC's email provider, and may be accessed by them for the purposes of maintaining and troubleshooting the email service. Personal data relating to employees will be shared with Church of England, Birmingham for payroll purposes. Personal data of individuals giving money to the church will be shared with HMRC for the purposes of claiming Gift Aid. We will only share your data with third parties outside of the parish for the performance of a contract, for compliance with legal obligations, to protect your vital interests, for the purposes of our legitimate interests or with your consent.

## **6. How long do I keep your personal data<sup>1</sup>?**

I 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, I 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) and safeguarding records permanently.

## **7. 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: -

- The right to request a copy of your personal data which the Incumbent of St Stephen's & St Wulstan's, Selly Park holds about you;
- The right to request that the I correct 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 me to retain such data;
- The right to withdraw your consent to the processing 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 Commissioners Office.

## **8. Further processing**

If I wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then I 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, I will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Incumbent at St Stephen's Church, Selly Park, Serpentine Road, Selly Park, Birmingham B29 7HU or via email: [office@sssw.org.uk](mailto:office@sssw.org.uk).

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<sup>1</sup> 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/more/libraries-and-archives/records-management-guides>

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.