**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of St Martin’s Church, Cambridge**

**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 are we?**

The PCC of St Martin’s, Cambridge is the “data controller” (a legal term). See contact details below. This means it decides how your personal data is processed and for what purposes.

**3. How do we process your personal data?**

The PCC of St Martin’s, Cambridge, complies with its 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.

We use your personal data for the following purposes: -

* To enable us 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 charity (that is St Martins 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 taking place at St Martin’s (including St Thomas’ Hall);
* To inform you on occasion of relevant news, events and activities that are organised by other Christian organisations that are closely linked to the work of St Martin’s Church, for example, by Ely Diocese;

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

**4a.** The legal basis for keeping your data is in order to pursue the legitimate interests of the church, by informing you by telephone or e-mail about news, events, activities and services and keep you informed about the ministries of the church.

* Processing of your data is carried out by St Martin’s (a charity - 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.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law.

**4b.** In addition, explicit consent of the individual is required so that we can keep you informed by e-mail about the matters explained under **4a**.

**5. Sharing your personal data**Your personal data will be treated as strictly confidential and will only be shared as necessary 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 not share you data with other third parties without you consent.

**6. How long do we keep your personal data?**We keep data in accordance with the guidance set out in Principle 5 of “Retaining Personal Data” which is available from the Information Commissioners Office (ICO) website:

<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/>

Details about retention periods can also 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>

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.

**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 PCC of St Martin’s, Cambridge, holds about you;
* The right to request that the PCC of St Martin’s, Cambridge 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 of St Martin’s, Cambridge 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 – *this applies where processing is based on legitimate interests*
* The right to lodge a complaint with the Information Commissioners Office.

**8. Further processing**

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

**9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the St Martin’s Church Office at office@stm.org.uk or tel. 01223 519 291.

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.