



Data Protection Policy

Version	1
Date Approved	March 2022
Date for Review	March 2024

This policy tells you how Girton PCC stores and uses your personal data.

1. Your personal data – what is it?

Personal data is the information that can identify you as a living individual. 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 collects and controls your data?

The Parochial Church Council (PCC) of St Andrew's Girton is the Data Controller. This means they decide how your personal data is processed, for what purposes it is used and who sees it. The PCC are the trustees and governing body of the ecclesiastical (church) parish.

3. How do we process your personal data?

Girton PCC complies with their obligations under "GDPR" by keeping personal data up to date; by ensuring it is stored and destroyed 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.

To help do this uses ChurchSuite to provide data management services to the parish. ChurchSuite is a reputable provider of data management services. Girton PCC is the Data Controller for the data collected by the PCC, and ChurchSuite is the Data Processor.

Appendix 1 summarises the kinds of data that Girton PCC may hold.

4. What do we use your data for?

We use your personal data for the following purposes:

- To enable us to "provide a service for the benefit of the public in a particular geographical area as specified in our constitution"; eg, to enable the administration and planning of weddings and funerals, to respond to requests for pastoral visits, to manage specific community projects.
- To administer membership and electoral roll records.
- To fundraise and promote the interests of the PCC as a charity.
- To manage and communicate with our volunteers (and, where appropriate, employees); e.g., to organise rotas.
- To maintain our own financial accounts and records (including the processing of gift aid applications).
- To inform you of news, events, activities, and services taking place in one or more of the parish, and diocesan and national events deemed of interest locally.

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

Under GDPR, we can only process your data where:

- **Consent:** you have given clear consent for us to process their personal data for a specific purpose; OR,
- **Contract:** the processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract; OR,
- **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations); OR,
- **Vital interests:** the processing is necessary to protect someone's life; OR,
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law; OR,
- **Legitimate interest:** the processing is necessary for our legitimate interests, unless there is a good reason to protect your personal data which overrides those legitimate interests.

6. Do we share your personal data?

Your personal data will be treated as strictly confidential and will only be shared with other members of the team for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

7. How long do we keep your personal data?

We 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 here:

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

For example, 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.

8. 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 holds about you.
- The right to request that the PCC 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 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, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Note this only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- 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) [*Note this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

9. 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.

Contact Details To exercise all relevant rights, and for queries or complaints please in the first instance contact the Rector (Michael Bigg): rector@girton.church / 01223 202145

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.

Appendix 1– What data we hold?

This document summarises the data held by Girton PCC and its representatives.

It explains what data we hold, why we hold it and who has access to it.

Category	Where data held	What data?	Who has access	Basis for holding
Admin	ChurchSuite	Names, addresses, email, telephone numbers	Ministry team	Consent
	Rotas	Names and contact details	Vestry team and rota members	Legitimate interest
	Electoral Roll	Names and contact details	Names are public, contact details are available to the ministry team	Legal requirement
	North Room bookings	Names and contact details	Church admin team	Legitimate interest
Funerals	Burial register	Names and addresses	Vestry team and anyone who requests	Legal requirement
	Funeral notes – on personal computers etc	Names, contact details, personal info	Officiant	Legitimate interest
Marriages	Marriage register	Names, addresses, occupations	Vestry team and anyone who requests	Legal requirement
	Marriage notes – on personal computers etc	Names, contact details, personal info	Officiant	Legitimate interest
	ID checks (Home Office requirement) – scan on computer or filing cabinet	Passport details	Officiant	Legal requirement

Category	Where data held	What data?	Who has access	Basis for holding
Baptisms	Baptism register	Name and DoB of candidate. Names and addresses of parents.	Vestry team and anyone who requests	Legal requirement
	Baptism notes – on personal computers etc	Contact info, family details, pastoral notes	Officiant	Legitimate interest
Finance	Gift Aid forms	Name and address	Gift Aid officer / treasurer	Legal requirement
	Accounting Records	Names and details of what people have given	Treasurer	Legal requirement
	PCC member's personal info	Name, address, contact details	Treasurer	Legal requirement
Safeguarding	DBS checks – held on file	Name, address and criminal past	Safeguarding officer	Consent
	Concern logs	Personal info and details of concern	Safeguarding officer	Legal requirement
	Confidential declarations – held on file	Name, contact details, criminal past	Safeguarding Officer	Consent
	References – held on file	Personal details	Safeguarding Officer	Consent
Pastoral	Emails	Personal notes and details	Ministry team	Legitimate interest
	Churchsuite	Pastoral notes	Ministry team	Legitimate interest