



The Parish Churches of
S Philip and S Augustine and S Matthew
with S Mary the Virgin ~ Newcastle

DATA PRIVACY NOTICE

1. 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 PCCs of the Churches of Newcastle St Philip and St Augustine and Newcastle St Matthew with St Mary the Virgin are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How is your personal data processed? The PCCs of the two churches comply with their 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.

Your personal data is used for the following purposes: -

- To administer membership records
- To fundraise and promote the interests of the congregations
- To manage our work
- 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 the two churches
- To share your contact details with the Diocesan office (if you have consented to this) so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. 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 and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement.

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- Processing is carried out by the churches provided: -
 - i. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
 - ii. 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 other members of the church in order to carry out a service to other church members, or for purposes connected with the church. We would only share your data with third parties outside of the parish with your consent.

6. 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 [see footnote for link]. 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) are kept 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 PCCs of either or both of the churches has about you;
- The right to request that the PCCs 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 the PCCs to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provides the data subject 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) [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) [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.

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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 or complaints please in the first instance contact the PCC Secretary mgt.evans@gmail.com

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.