



## **DATA PRIVACY NOTICE**

### **The Parochial Church Council (PCC)**

### **of Whitefriars Church, Rushden**

#### **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 Whitefriars Church, Rushden is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. In this case, the PCC has given permission for those leading the Church to securely store and use your personal data for contact purposes.

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

The PCC of Whitefriars Church, Rushden 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 contact you about services, forthcoming events and other church-based activities that may be of interest to you, and to remind you of any commitments you have made, for example to the Sunday rota;
- To enable us to make contact to offer pastoral support;

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

- Whitefriars Church has a Legitimate Interest in being able to keep in touch with all its members as part of its day-to-day activity.

- Explicit consent of the data subject so that we can keep you informed about services, forthcoming events and other church-based activities.
- 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 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.

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

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 your data while you remain a member of Whitefriars Church, Rushden and while it is still current: a member of Whitefriars Church is defined as being someone who is eligible to be on the Church Electoral Roll or someone who attends church activities.

### **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 to which Whitefriars Church must respond within 30 calendar days: -

- The right to request a copy of your personal data which the PCC of Whitefriars Church, Rushden holds about you;

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1

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>

- The right to request that the PCC of Whitefriars Church, Rushden 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 Whitefriars Church, Rushden 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 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);
- 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 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 Ministry Resources Manager at Whitefriars Church, Boughton Drive, Rushden, NN10 9HX or by email [office@whitefriarschurch.org.uk](mailto:office@whitefriarschurch.org.uk).

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.