



## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St Berteline and St Christopher's Church, The Parish of Norton

#### 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 Berteline and St Christopher's Church, the parish of Norton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. We are also a data processor, which means that we obtain, record, hold and transmit your personal data.

#### 3. Information we collect & why?

The personal data that we may collect and process about you might include:

- Your name, address and email address
- If you make a donation or regular payments to the church for such things as hiring the church, or you receive a payment from the church for such things as expenses or wages, your bank account details will be used to process payments.
- For children and young adults attending our Next Step Sessions, Junior Baby Church or Messy Church, details of family members and next of kin, so we know who to contact in the case of an emergency

In the event that you provide us with any sensitive personal information, we will take extra care to ensure your rights are protected.

#### 4. How do we process your personal data?

The PCC of St Berteline and St Christopher's Church, the parish of Norton 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;
- To administer membership records;
- To fundraise and promote the interests of the 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 running at St Berteline and St Christopher's;
- To share your contact details with the Diocesan office 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.
- To process a donation that you have made

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

- Explicit consent of the data subject is required 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;
- Processing is carried out by a 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.

## **6. 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.

## **7. 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 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 of St Berteline and St Christopher's Church, the parish of Norton holds about you;
- The right to request that the PCC of St Berteline and St Christopher's Church, the parish of Norton corrects any personal data if it is found to be inaccurate or out of date;

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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>

- The right to request your personal data is erased where it is no longer necessary for the PCC of St Berteline and St Christopher's Church, the parish of Norton to retain such data;
- The right to withdraw your consent to the processing at any time. You can do this by writing to us or emailing us using the contact details at the end of this Privacy Notice;
- 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), (where applicable) [*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.

### **Under 13 Years of Age**

We are concerned to protect the privacy of children under the age of 13. In line with GDPR, parental consent is required for children under 13 years of age. If you are aged 13 or over, then we need your consent to share your personal information, as within the UK under GDPR, age 13 is classed as being an adult for information sharing purposes.

### **Links to Other Websites**

We may include links on our website to other websites, which we do not control or manage. We do not accept any responsibility for how these websites use your information and would encourage you to check their own privacy policies.

### **Where your information is processed:**

As part of the services offered to you through our website, the information which you provide to us is processed in the UK. However there may be occasions when it may be transferred to countries outside of the EU if any of our computer servers are from time to time located in a country outside of the EU. If this does happen, we do take steps to ensure that the appropriate security measures are taken to protect your personal information & to ensure that your privacy rights continue to be protected as outlined in this privacy notice.

### **Personal Information Security:**

We take information and security systems very seriously and we strive to comply with our obligations at all times. When you give us personal information, we take steps to ensure that it is treated securely. We take the appropriate measures to prevent unauthorised or unlawful processing of personal data and against accidental loss/destruction of/damage to personal data.

### **If you wish to change how we contact you:**

You can stop receiving information from us at any time. To do this, you can write to us or send an email to the addresses shown at the end of the Privacy Notice. We aim to fulfil all requests to stop sending information within 5 working days of receiving it.

**If you want to complain about how we collect, store or use your data**

We try to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

You can contact us if you have any concerns or complaints about how we have collected, used or stored your personal information. You can write to us using the contact details shown below

**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.

**10. Contact Details**

To exercise all relevant rights and for any queries or complaints, please in the first instance contact the Parish Administrator at:

St Bertelina and St Christopher's Church  
Norton Hill  
Windmill Hill  
Runcorn  
Cheshire  
WA7 6QE  
Tel.: 01928 751151  
Email: stbertschurchoffice@gmail.com

Our Data Protection Officer is: Revd Dr Stephen Torr, who can be contacted (at the address above or by sending an email to [vicar@stbertschurch.org.uk](mailto:vicar@stbertschurch.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. [www.ico.org.uk](http://www.ico.org.uk).