

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) and Parish Office Parish of the Ascension, 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 (holding and/or using) of personal data is governed by the General Data Protection Regulation (GDPR).

#### 2. Who are we?

Our full legal name is The Parochial Church Council of the Ecclesiastical Benefice of the Ascension, Cambridge (St. Giles with St. Peter, St. Luke and St. Augustine) (the PCC). The PCC is a registered charity (1172822). The PCC is part of the Diocese of Ely in the Church of England.

The PCC is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Parish Office is answerable to the PCC for the purpose of GDPR.

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

The PCC 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 (the parish);
- to administer membership records;
- to fulfill legal obligations, both secular (e.g. safeguarding) and Church of England (e.g. updating the electoral roll);
- to fundraise and promote the interests of the churches in the parish, and the parish itself;
- to support individuals, community groups and clubs that make use of the PCC's facilities;
- 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 in the parish and diocese.

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

- Where we have your explicit consent, we keep you informed about news, events, activities and services in the diocese.
- When you provide information for any of our churches' websites or publications, we process that information by your consent.
- Some 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.
- Some processing is for our legitimate interest and/or for the benefit of the historical record.
- Processing of the special category data concerning your religious affiliation is carried out in accordance with the requirements of GDPR:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those [religious] purposes); and
  - there is no disclosure to a third party without consent.

#### 5. Sharing your personal data

With your consent, we share your contact details with the diocesan office so they can keep you informed about news in the diocese and events, activities and services in the diocese and in which you may be interested. Unless we have your explicit consent otherwise, your personal data will only be shared with other members of churches in the parish, and even then only in the PCC's legitimate interests, as necessary to carry

out a service to other church members or for purposes connected with the churches in our parish. Some information is required to be provided to the Charity Commissioners or the diocese. Except as required by law or described above, we will only share your data with third parties, 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 – Parish of the Ascension” which is based on the Church of England records management recommendations. A copy of this is available upon request from the Parish Administrator (see below for contact details).

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**

You have the following rights with respect to your personal data, though all of them are qualified under GDPR in various ways and are not automatic: -

- 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 under certain conditions to request that the PCC provide you with personal data and where possible, to transmit that data directly to another data controller (this is 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 under certain conditions 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 appropriate, we will seek your consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, or if you have any queries or complaints please in the first instance contact either:

Patricia McGuire  
Secretary of the Parochial Church Council  
[patricia.mcguire5@virginmedia.com](mailto:patricia.mcguire5@virginmedia.com)  
01223 313516

or Sheila Rozeik  
Parish Administrator  
[office@churchatcastle.org](mailto:office@churchatcastle.org)  
01223 315000

GDPR is administered nationally by the Information Commissioner's Office. You can contact the ICO 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.

For the full text of the GDPR see <https://gdpr-info.eu/>.