

## 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 (the "GDPR").

#### 2. Who are we?

The Parish of the Ascension, Cambridge is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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

The Parish of the Ascension, Cambridge 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;
- To administer membership records;
- To fulfill legal obligations, both secular (e.g. safeguarding) and Church of England (e.g. updating the electoral role)
- To fundraise and promote the interests of the churches in the parish, and the parish itself;
- 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 in the parish;
- 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.

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

- Your explicit consent allows us to keep you informed about news, events, activities and services and keep you informed about diocesan events.
- 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 can be 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 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. 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 based on the Church of England records management recommendations.

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**

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 or parish office holds about you;
- The right to request that the PCC or parish office 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 or parish office to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right under certain conditions<sup>1</sup> to request that the PCC or parish office 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<sup>2</sup> 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

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<sup>1</sup> Data Portability 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) where the data controller processes the data by automated means

<sup>2</sup> 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

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.