**DATA PRIVACY NOTICE**

**The Parochial Church Council (PCC) of St. Mary’s Church, Haynes**

**Background**

The PCC understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all individuals with whom we deal. We will only collect and use personal data in ways that are described here and in a way that is consistent with our obligations and your rights under the law.

**Information about us**

The PCC is the governing body of St. Mary’s Church, Haynes and its members are the Rector, Churchwardens, and elected lay members of the church. The PCC is responsible for the financial affairs of the church, the care and maintenance of the church fabric and its contents, and it has a duty to promote the mission of the church within the wider community. The PCC meets 6 times a year at The Stable, St. Mary’s Church, Haynes MK45 3QP and any issues parishioners wish to raise should be sent to:

Dean Henley, Rector deanh64@hotmail.com or

Ann Adams, Churchwarden ajadams@btinternet.com or

Jenny Hayward, Churchwarden jenniferahayward@yahoo.co.uk or

Liz White, Secretary mceawhite@aol.com or

**Your personal data- what is it?**

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the General Data Protection Regulation (GDPR)

which came into effect from 25th May 2018

**Who are we?**

The PCC of St. Mary’s, Haynes, is the data controller. This means it decides how your personal data is processed and for what purpose.

**How do we process your personal information?**

The PCC of St. Mary’s, Haynes complies with its obligations under the GDPR by keeping personal information 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 people in Haynes
* To administer our membership records in the Electoral Roll of St. Mary’s, Haynes
* To fundraise and promote the interests of St. Mary’s, Haynes
* To manage our volunteers
* To maintain our own accounts and records (including the processing of Gift Aid)
* To inform you of news, events, activities and services at St. Mary’s Haynes
* 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 in which you may be interested.

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

Depending upon the reason we are holding your data, we might process it for one or more of the following lawful reasons:

* Your explicit written consent so that we can keep you informed about news, events and services
* It is necessary for carrying out legal obligations in relation to Gift Aid etc.
* It is necessary by the PCC of St. Mary’s only in relation to members or those attending regular worship and there is no disclosure to a third party without consent.

**Sharing your personal data**

Your personal data will be treated as strictly confidential and if it is shared at all, that sharing will only be with other members of the church community for purposes connected with the church. We will only share your data with third parties outside the parish with your consent.

**How and Where Do We Store Your Personal Data?**

Attached to this notice is a list of the categories of data held and details of where it is held.

**How long do we keep your personal data?**

We keep data in accordance in accordance with the guidance set out in the guide ‘Keep or Bin: Care of Your Parish Records’ available from the Church of England website.

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 records (baptisms, marriages, funerals) permanently.

**Your rights and your personal data**

* The right to request a copy of the personal data which the PCC of St. Mary’s, Haynes 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 that your personal data is erased where it is no longer necessary for the PCC to retain such detain
* The right to withdraw your consent to the processing at any time

**Contact Details**

To exercise all relevant rights or queries in relation to your personal data please contact either the PCC Secretary, Liz White (mceawhite@aol.com) or Churchwarden, Ann Adams (ajadams@btinternet.com)

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection. Any changes will be made available via our website and via a notice affixed to church notice boards.