

PRIVACY NOTICE

Holy Trinity Church, Lyonsdown

This privacy notice explains what to expect when Holy Trinity Church collects and uses your personal information. Please read it carefully.

If you would like to know about the way that we use information about you, if you would like to exercise any of the rights that you have relating to the information that we hold, or if you have any complaints, then in the first instance, please email holytrinitychurchlyonsdown@gmail.com

Who are we?

The Parochial Church Council (PCC) of Holy Trinity Lyonsdown is the data controller. This means it decides how your personal data is processed and for what purposes.

Your personal data – what is it?

Personal data means information about a living individual who can be identified from that data - such a person is known as a data subject. That identification might be possible just from the information that you provide to a data controller, or by combining that information with any other information in the data controller's possession, or that the data controller could obtain.

If an organisation uses your personal data, or passes the data to anyone else (called data processing) then this is governed by the General Data Protection Regulation (the GDPR). The GDPR gives you control over the personal information that organisations hold about you.

The GDPR recognises some information as 'sensitive personal data'. This includes, but is not limited to, information which reveals your religious beliefs, health issues, race or ethnic origin. The PCC will always treat any sensitive personal data we process with the greatest care, and process the information in accordance with the GDPR.

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 the parish of Lyonsdown and the surrounding area;
- To administer membership records, including the electoral roll;
- 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 Holy Trinity Church;
- To enable us to keep those taking part in events safe by sharing information about dietary restrictions or health concerns;
- To enable us to keep children taking part in events safe by sharing contact information for parents or guardians.

What is the basis for processing your personal data?

We need to have a lawful basis for processing personal data. The following are the lawful bases that apply when the PCC processes your data.

- In the following instances we may sometimes ask for your explicit consent: so that we can keep you informed about news, events, activities and services; so that we can process your gift aid donations; so that we can ensure your safety at events; and so that we keep you informed about diocesan events.
- Some processing is necessary for carrying out our legal obligations under employment, social security or social protection law, or a collective agreement.
- Some processing may be carried out in the course of our legitimate activities without explicit consent, which is permissible because we are a not-for-profit body with a religious aim. This includes, for example, contact details held by leaders of small groups for the purpose of keeping group members informed about activities of the group. We will only do this if:
 - the processing relates only to members or former members of Holy Trinity Church Lyonsdown (or those who have regular contact with the church in connection with those purposes);
 - and if we do not disclose any of your information to a third party without your consent.

Photographs

We may take photographs (and occasionally videos) during events. These could be used in our church magazine and on social media. If you do not wish your child to appear in the photographs, please inform a member of the leadership team.

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 never share your information with third parties for their own purposes, unless this is explained to you at the time we collect your information, you give us your permission to, or we are legally required to do so. For example, we are legally required to provide your data to HMRC if you have agreed to us claiming Gift Aid on your behalf.

How long do we keep your personal data?

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 note below for link).

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for at least 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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 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, 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);
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this privacy notice, then we will provide you with a new notice explaining this new use before we begin the processing, where we will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your consent to the new processing before we start using it for the new purpose.

Further information

If you would like to know more about this privacy policy, or if you would like to exercise any of your rights as described above, then you can:

- Talk to one of the churchwardens, or to the vicar
- Write to us at: Holy Trinity Church, Lyonsdown, 18 Lyonsdown Rd, New Barnet, EN5 1JE
- Email us holytrinitychurchlyonsdown@gmail.com

For more details on the GDPR and for questions about how organisations may use your personal data, 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.

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>