



DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Wokingham St Sebastian's Privacy Notice

This Privacy Notice is provided by the PCC of Wokingham St Sebastian's to explain what to expect when we collect and process your personal information in accordance with the United Kingdom (UK) General Data Protection Regulations (GDPR).

DATA CONTROLLER

Chris Bull, Churchwarden (on behalf of the Incumbent and PCC)

C/o St Sebastian's Parish Office, Nine Mile Ride, Wokingham RG40 3AT

Telephone: 01344 761050

Email: office@stsebastians.org.uk

Email: churchwarden@stsebastians.org.uk

For more information, please go to: www.stsebschurch.org.uk.

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 GDPR.

2. Who are we?

The PCC of St Sebastian's, Wokingham 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?

We comply with our 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.

4. We use your personal data for the following purposes:

- For the Incumbent to provide pastoral care to my parishioners;
- For the Parish Office to inform you of news and information about events, activities, and services within the PCC of Wokingham St Sebastian's and / or Diocese of Oxford);
- To include your details in the Church Directory;
- 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 operate the Parish website and deliver the services that individuals have requested;
- To share your contact details with the Diocesan, Deanery and Archdeacon Offices so they can keep you informed about news, events, activities, and services that will be occurring in the diocese and which are relevant to the role you are undertaking;
- To comply with legal obligations and contractual necessity;
- To process gift aid applications;
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- Vital and public interests;
- To contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered;
- We collect and process this data as part of our legitimate activities and a not-for-profit body.

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

Article 6 of the GDPR Act 2021

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and include you in the Electoral Roll;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- For compliance with a legal obligation to which the controller is subject;
- Processing is 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.
- To protect the vital interests of the data subject or of another natural person;
- For performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC of Wokingham St Sebastian's, members of the church and/or Diocese of Oxford, and with other church members via the church directory. This is 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*?

We keep data for no longer than reasonably necessary and 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 the personal data which The PCC of Wokingham St Sebastian's holds about you (a Subject Access Request or 'SAR');
- 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 of Wokingham St Sebastian's to retain such data;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances);
- 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 lodge a complaint with the Information Commissioner's Office;
- The right to object to the processing of personal data (in limited circumstances).

9. 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 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, queries of complaints please, in the first instance, contact the Church Administrator, via office@stsebastians.org.uk, 01344 761050, St Sebastian's Parish Centre, Nine Mile Ride, Wokingham, Berkshire RG40 3AT.

You can contact the Information Commissioner's 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 [here](#).