

Privacy notice

The Parochial Church Council (PCC) of Holy Trinity, Headington Quarry, Oxford

1. Your personal data – what is it?

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

For our purposes, the personal data we hold may include someone’s name, e-mail address, and home location; the other data we may hold is someone’s telephone number.

2. Who are we?

The PCC of Holy Trinity, Headington Quarry, Oxford is the data controller. This means it decides how your personal data is processed and to what end, and its representative officer for this purpose is the Parish Safeguarding Officer (contact details below).

Note: In the event of a data breach a data controller is responsible for determining if a report should be made to the Information Commissioner’s Office (see below). Under GDPR legislation the term *process* refers to any *use* of data, such as in making a communication, but also storage and updating of data.

3. What personal databases do we hold?

- The Electoral Roll, renewed in full every 6 years and updated annually. The Electoral Roll contains individuals’ names, their home addresses and in some cases their email addresses. The data processors (=users) of the Electoral Roll are limited to the parish clergy and Parish Administrator (the Leadership and Administrative team, as overseen by the electoral role officer). It is stored electronically, with a printed list of names only displayed for the requisite three weeks after each full renewal. Physical forms completed to provide personal data will be destroyed when each Electoral Roll is discarded and recompiled.

- Not everyone may be on the Electoral Roll (e.g. members of the clergy are not). We will also therefore maintain a Parish Contact List, to facilitate communication among church members. Individuals' details are provided for this via subscription and the List will only be made available in a secure manner: using locked Google sheets with hard copies to be provided on request.
- Information intended for the safekeeping of regular attendees of Children & Families activities, such as medications and emergency contact details, will be stored in a locked Google sheet, with read-only access granted to leaders of the relevant group(s). These data will be obtained by electronic form completed by a parent or guardian, including their consent to the processing of their data according to this policy.
- Email distribution lists for meetings: if you agree to join a committee then you are giving us permission to hold your name and contact details as specified above. When sending e-mails, we will blind carbon copy (BCC) mailing lists unless there is a specific reason not to.
- Mailing lists for distribution of our Newsletter, or for communicating with special interest groups to which individuals have subscribed, e.g. for Children's and Families work, will be hosted through MailChimp, which has its own GDPR protections.
- WhatsApp Groups: verbal agreement will be sufficient to have your phone number added to a WhatsApp Group; individuals are always free to remove themselves from WhatsApp Groups to which they have been added.

4. How do we process your personal data?

The PCC of Holy Trinity, Headington Quarry, Oxford 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 data that are not needed; 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 (the Parish of Holy Trinity, Headington Quarry), as specified in our constitution;
- To administer membership records;
- 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;
- 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.

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

- We will obtain explicit consent from you (the data subject) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- We comply with guidance stating that processing (i.e. use of data) may be carried out by a not-for-profit body with a religious 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.

6. Sharing your personal data

Your personal data will be treated as 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, in the ways set out in this policy. 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^[1]

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](#).

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; contact lists only so long as they are current; 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 your personal data which the PCC of Holy Trinity, Headington Quarry, Oxford holds about you;
- The right to request that the PCC of Holy Trinity, Headington Quarry, Oxford 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 Holy Trinity, Headington Quarry, Oxford to retain such data;
- The right to withdraw your consent to the processing (use) of your data at any time
- The right to request that the data controller provide you with your personal data.
- The right to lodge a complaint with the Information Commissioner's Office.

9. 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 and whenever necessary, we will seek your prior consent to the new processing (use) of your data.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Safeguarding Officer at safeguarding@hthq.uk.

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.

[1] 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/more/libraries-and-archives/records-management-guides>