

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St John the Evangelist, Hills Road, 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 of personal data is governed by the General Data Protection Regulation and the Data Protection Act 2018, including any regulations made under it (Data Protection Law).

2. Who are we?

The PCC of St John the Evangelist, Hills Road, Cambridge is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Priest in Charge of St John's will also work in accordance with this policy.

3. How do we process your personal data?

The PCC of St John the Evangelist, Hills Road, Cambridge complies with its obligations under the DPA and uses your personal data for the following purposes: -

- To administer membership records;
- To administer the use of the Community Rooms;
- To fundraise and promote the interests of the charity;
- 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 St John's;
- In the operation of a CCTV system, for safety and security purposes and for the prevention and detection of crime.

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

- Where appropriate, processing is with the consent of the data subject.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, in relation to a contract with the data subject or under employment, social security or social protection law.
- Processing is necessary for the purposes of legitimate interests pursued by St Johns, (unless where the processing is unwarranted in any particular case because of prejudice to the rights and freedoms or legitimate interests of the data subject).
- Processing is 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.

5. 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. We will only share your data with third parties outside of the parish with your consent or where required by law.

6. How long do we keep your personal data?

We will not keep data longer than is appropriate. 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 Data Protection Law, 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 St John the Evangelist, Hills Road, Cambridge holds about you;
- The right to request that the PCC of St John the Evangelist, Hills Road, Cambridge 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 St John the Evangelist, Hills Road, Cambridge to retain such data;
- The right to withdraw your consent to the processing at any time;
- Where applicable, the right to request that the PCC of St John the Evangelist, Hills Road, Cambridge provide you with your personal data and where possible, to transmit that data directly to another data controller (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;
- Where applicable, the right 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 and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at St John the Evangelist, Hills Road, Cambridge CB2 8RN (email stjecambridge@gmail.com).