



PRIVACY NOTICE/DATA PROTECTION POLICY under GDPR

The Parochial Church Council (PCC) of St. Mary with St. Faith and St. Francis in the Parish of Alverstone

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 (the "GDPR").

2. Who are we?

The PCC of St. Mary with St. Faith and St. Francis in the Parish of Alverstone 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?

The PCC of St. Mary with St. Faith and St. Francis in the Parish of Alverstone 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 a particular geographical area as specified in our constitution;
- To administer membership records;
- 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. Mary with St. Faith and St. Francis in the Parish of Alverstone;



- 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.

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

- 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 keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; • Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: – o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and o there is no disclosure to a third party without consent.

5. 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 only share your data with third parties outside of the parish with your consent.

6. 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 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.

7. 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 St. Mary with St. Faith and St. Francis in the Parish of Alverstoke holds about you;
- The right to request that the PCC of St. Mary with St. Faith and St. Francis in the Parish of Alverstoke 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. Mary with St. Faith and St. Francis in the Parish of Alverstoke to retain such data;



- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- 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) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- 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. Mary's Church Office, Parish Centre, Green Road, Gosport PO12 2ET or parishoffice@alverstoke.

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. May 2018

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

Portsmouth Anglican Diocese (portsmouth.anglican.org.uk)

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About:

Diocese of Portsmouth and Parish of Alverstoke are committed to protecting the personal information of our users. This page answers some important questions about how we can collect, use and protect your personal details – including information about our cookies policy.

How and Why we collect information:

As with the vast majority of website, this website automatically collects information relating to requests sent via your computer/web browser, this information is used for system



administration, bug tracking, site misuse and statistical information related to the usage of the website. The information collected will be kept and reviewed periodically.

Information is also collected through our online contact forms and email links – we will use your information to reply to your communication.

What we collect:

When using our website we sometimes receive personal information about you. For example, if you fill in a contact form you will tell us who you are and how we can contact you and any comment you might make.

We will also collect anonymous browsing information such as: what pages you visit, how long you are on our website, your rough location (ie. UK, Scotland, etc.), what browser you are using, whether you visit our website from a computer, laptop, phone or tablet, your IP address, etc

No personally identifiable information is collected about you unless you explicitly submit that information on this website.

How we use this information:

Summary statistics are extracted from the data collected, some of which may be made publically available – however these will not include any personal information by which individuals could be identified.

If you pass information to us through the website including contact information we may use this to reply to your communication, provide you with services (eg. Newsletters), alert you to other relative information, events, news, etc. We will keep your information confidential and generally we will only use your information within the Diocese of Portsmouth

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

Google Analytics:

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The anonymous information generated by Google Analytics cookies about your use of this website is transmitted directly to Google. This information is processed to compile statistical reports on website activity for this website only. The Diocese of Portsmouth use these



reports to evaluate aggregate visitor usage so that we can optimise the content, and its marketing, to better meet your needs.

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You can find out more about cookies and how they work from Directgov (<https://www.gov.uk/help/cookies>)

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Who to talk to:

If you would like to know more about the Diocese of Portsmouth, our website or would like some advice about related information please contact our Lewis Jones our webmaster: lewis.jones@portsmouth.anglican.org

Miscellaneous:

It is important for you to appreciate that this website provides extensive links to other independent websites, both within the Church of England and outside. This policy only applies to direct access to the Portsmouth Anglican website – URLs starting with <https://www.portsmouth.anglican.org/>

We are not responsible for the availability or content of external sites that may be linked to, from the site. If you find a broken link or if you have any questions or concerns about a link, please contact Lewis Jones our webmaster: lewis.jones@portsmouth.anglican.org

