

DATA PRIVACY NOTICE

The Parochial Church Council of St Mary Magdalene & St Denys, Midhurst

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 2016/679 (the "GDPR")].

Who are we?

The Parochial Church Council (PCC) of St Mary Magdalene & St Denys Church, Midhurst is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

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 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;
- To inform individuals of news, events, activities or services running at Midhurst Parish Church;
- To process gift aid applications;
- To enable the mission of the Church.

Sharing your personal data

Your personal data will be treated as strictly confidential and will be shared only with selected staff and volunteers where there is operational or pastoral need to do so. We will only share your data with third parties outside of the parish with your consent. You will be able to adapt and adjust the level of personal data sharing with other church members via the My Churchsuite application or by directly asking a member of the PCC to adjust your data settings.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary in order to support the administration of the church, and to answer any potential future enquiries regarding safeguarding, church membership, regular giving, GiftAid declarations, legal claims or complaints.

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

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary via the Parish Administrator, whose contact details are available on the parish website.