



# GENERAL PRIVACY NOTICE

Feb 2024

## Personal Data

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").

## Who Has My Data?

The PCC of Saint Laurence, Reading is the data controller (see below for our contact details). The PCC of Saint Laurence decides how your personal data is processed and for what purposes.

## Processing Your Data

The PCC of Saint Laurence complies with its obligations set out by "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.

How your data is used:

- 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

## Legal Basis for Processing Your Data

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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 or 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.

## Do We Share Your Data?

Your personal data will be treated as strictly confidential. Your data will only be shared with other members of Saint Laurence to carry out the ministries of the Church. We will only share your data with third parties outside of the parish with your consent.

## How Long Do We Keep Your 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 [\[click here\]](#). 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 they relate; and parish registers (baptisms, marriages, funerals) permanently.

## Your Rights

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 Saint Laurence, Reading holds about you;
- The right to request that the PCC of Saint Laurence, Reading holds 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 Saint Laurence, Reading holds 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), (This 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, (This 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

## Processing Your Data

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.

## Contacting us

To exercise all relevant rights, queries of complaints please in the first instance contact the church office [admin@stlreading.org](mailto:admin@stlreading.org)

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.