



DATA PRIVACY NOTICE

1. Your personal data

The Parochial Church Council (PCC) of Moulton Parish Church and its Incumbent are responsible for deciding how your personal data is processed and for what reasons. They are known as the data controllers.

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.

2. Using your personal data

Moulton Parish Church seeks to comply with their obligations under the General Data Protection Regulation (GDPR) that governs the processing of personal data 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 Moulton Parish Church to serve the public in the parish 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 Moulton Parish Church and the Diocese;

3. The legal basis for processing your personal data

- We require you to give your explicit consent 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 or social protection law;
- 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 contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church for purposes connected with the church. Your data will not be shared with third parties outside of the church without your consent.

5. Retention period for 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 can be found in the Record Management Guides located on 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; and parish registers (baptisms, marriages, funerals) permanently.

6. Your rights and your personal data

With respect to your personal data held by the church you have the right to: -

- request a copy of the personal data held about you;
- request that any of your personal data is corrected if found to be inaccurate or out of date;
- request your personal data is erased where it is no longer necessary for the church to retain such data;
- withdraw your consent to the processing at any time;
- request that your personal data where possible, is transmitted directly to another data controller. This right to data portability only applies where the processing is based on consent;
- request that a restriction is placed on further processing of your data where there is a dispute in relation to the accuracy or processing of your personal data;
- object to the processing of your personal data where applicable;
- lodge a complaint with the Information Commissioners Office.

7. 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.

8. Contact Details

To exercise all relevant rights, queries or complaints, in the first instance, please contact the Church Administrator, Moulton Parish Church, Church Hill, Moulton NN3 7SW. Tel. 01604 495393 or email admin@moultonchurch.co.uk.



Encountering God's Love