DATA PRIVACY NOTICE September 2023

Parochial Church Council (PCC) of All Saints' Oakham

The Team Rector of the Oakham Team Ministry

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 combination 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 Data Controllers are the PCC of All Saints Oakham, the Incumbent (Team Rector) of the Oakham Team Ministry (OTM). These people decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Data Controllers comply with their obligations under the GDPR by keeping personal data (such as names and contact details) up to date; by storing and disposing of 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.

The Data Controllers use your personal data to:

• provide pastoral care to parishioners and others who seek our care;

- support the church's activities;
- manage our employees and volunteers;
- take services such as baptisms, marriages and funerals, and support families afterwards;
- inform you of news, activities and services. This may include sharing your personal data with other Church of England bodies so they can inform you of news, events, activities and services which are relevant to the role you are undertaking in the church;
- maintain accounts and records;
- process gift aid;
- conduct research about your opinions of current activities or of potential new activities that may be organised;
- fund-raise, and promote the interests of the parish.

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

Data is processed under Article 9 of the GDPR. This allows processing to be carried out on two bases:

- Processing without consent, when it is by a not-for-profit body with religious aim. Such 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.
- Processing by explicit consent, which includes non-members

In practice, we will seek explicit consent from you so that we can keep you informed about news, events, activities and services.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the

parish to enable pastoral care or other 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 about church members and contacts for no longer than is reasonably necessary,

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.1

Specifically, we keep information relating to baptisms, marriages and funerals until the service has taken place, then retain contact details to inform you of future related events.

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 we hold about you;
- The right to request that the Data Controllers put right 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 Data Controllers to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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.

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

Please address queries, complaints or requests to exercise all relevant rights, in the first instance to the Parish Administrator, on 01572 724007, email: pso@oakhamteam.org.uk.

You can contact the Information Commissioner's 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.

10. Review Date: September 2024

1 https://www.churchofengland.org/more/libraries-and-archives/records-managementguides