



DATA PRIVACY NOTICE

The Ecclesiastical Parish of Abingdon-on-Thames Parochial Church Council

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")¹.

2. Who are we?

The Ecclesiastical Parish of Abingdon-on-Thames comprises:

- St Helen's Church, Abingdon-on-Thames
- St Michael and All Angels Church, Abingdon-on-Thames
- St Nicolas' Church, Abingdon-on-Thames

The Ecclesiastical Parish of Abingdon-on-Thames Parochial Church Council is the data controller (contact details are below). We decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

We comply with our obligations under the "GDPR" by keeping personal data up to date; by storing it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure; by keeping personal data securely and destroying it when required; 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 the Ecclesiastical Parish of Abingdon-on-Thames and the surrounding area;
- 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 run at or by any of the churches forming the Ecclesiastical Parish of Abingdon-on-Thames;

¹ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

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

For GDPR purposes, “members” of the Church are defined as those individuals taking part regularly or occasionally in services, activities and events organised by the churches of the Parish. The legal basis for the data processing is that:

- 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 regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.
- 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 with the explicit consent of the data subject so that we can keep you informed about news, events, activities and services within the parish and diocese.

5. Sharing your personal data

Your personal data is treated as strictly confidential and will only be shared with other members of the churches of the parish in order to carry out a service to the members of those churches or for purposes connected with the parish. We will not share your data with any other third parties without your consent.

6. How long do we keep your personal data²?

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 parish registers (Baptisms, Marriages, Funerals, Confirmation and First Communion) permanently; gift aid declarations and associated documentation for 6 years after the calendar year to which they relate; and electoral roll and church membership data for three years after membership ends.

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 the personal data which we hold about you;
- The right to request that we correct your personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for us 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 you with your 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 that a restriction is placed on further processing;

² Details about retention periods may be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

- The right to object to the processing of your 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 Privacy 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 or complaints please in the first instance contact the parish Data Controller at datacontroller@sthelens-abingdon.org.uk or The Parish Office, St Helen's Court, Abingdon, OX14 5BS

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.

The Parochial Church Council of the Ecclesiastical Parish of Abingdon-on-Thames is a Registered Charity, No. 1129833. The registered address is The Parish Office, St Helen's Court, Abingdon, OX14 5BS