



# The Parish of St Katharine with St Nicholas, Southbourne on Sea

## Data Privacy Notice

Data Privacy notice under the General Data Protection Regulation (GDPR).

The Parochial Church Council (PCC) of the Parish of  
Bournemouth: St Katharine (otherwise known as the Parish of St Katharine with St Nicholas,  
Southbourne)

### 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").

### Who are we?

The PCC of the Parish of St Katharine with St Nicholas, Southbourne, along with the Priest in Charge - presently The Rev Fr Kevin Cable Obl.OSB, are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

### How do we process your personal data?

The PCC of the Parish of St Katharine with St Nicholas, Southbourne 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, namely the Ecclesiastical Parish of St Katharine with St Nicholas, Southbourne and the local area surrounding it if applicable.
- To administer membership records;
- To fundraise and promote the interests of the churches of the the Parish of St Katharine with St Nicholas, Southbourne;
- 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 the Parish of St Katharine with St Nicholas, Southbourne;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

If you provide us with information including contact details in order to receive pastoral care, we will not use it for other purposes without asking you first. Information that you provide us in connection with a Baptism, Wedding or Funeral enquiry will be used to enable us to process the enquiry and if relevant, to conduct the service and fulfil legal obligations. We only pass information to third parties who need it in

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[www.stkathnic.co.uk](http://www.stkathnic.co.uk)

order to help us fulfil our undertaking: for example, other clergy who may officiate at services or provide pastoral care, an organist at a funeral or wedding service etc. We do not use the information you give us for other purposes unless we have asked you.

Clergy, other than the Priest in Charge, receiving information for pastoral care and/or funerals etc have entered into a Data Sharing Agreement with us adhering to the same policies regarding protecting and processing your data as we use ourselves, and retain your data for only as long as necessary to provide the said pastoral care or conduct the appropriate service.

Information that you provide because you are part of an activity or group that we are running, such as a Holiday Bible Club, Toddler Group, a course, a youth club, or an event, will be used to help us run that event. We may ask you if we can use that information to tell you about other events, but we will not use your information for this purpose unless you agree. Information that you provide in connection with booking, hiring or letting rooms in the St Katharine's Parish Centre or St Nicholas Church Hall will be used for that purpose, which includes invoicing, and informing you of meetings to which Parish centre users are invited.

Information that you provide in order to join the Church Electoral Roll will only be used in connection with the Church Electoral Roll, unless you have agreed otherwise. Church Electoral Roll information is available for inspection in accordance with legal requirements, but the Roll will not normally be displayed. Names only on the Church Electoral Roll are displayed in church once a year for a period up to six weeks to comply with the requirements of the Church Representation Rules 2017.

If you join a mailing list run by the Parish of St Katharine with St Nicholas, Southbourne, you can unsubscribe at any time. If there is no link given within your email you can contact the owner of the list and ask to be removed.

If you join the church's main database, encrypted and provided by our IT services provider "Church Desk", we will ask your consent in order to be able to use the data you provide to help us manage the Parish of St Katharine with St Nicholas, Southbourne, including the maintenance of membership records and to help you make the most of your part within the life of the church community.

#### **What is the legal basis for processing your personal data?**

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- 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, religious or trade union 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.

#### **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

## How long do we keep your personal data<sup>1</sup>?

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 Lambeth Palace website at:

[http://www.lambethpalacelibrary.org/files/Parish\\_Records\\_0.pdf](http://www.lambethpalacelibrary.org/files/Parish_Records_0.pdf)

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 after which they are archived or destroyed or permanently deleted as applicable; and parish registers (baptisms, marriages, funerals) permanently.

## 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 Parish of St Katharine with St Nicholas, Southbourne holds about you;
- The right to request that the PCC of the Parish of St Katharine with St Nicholas 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 the Parish of St Katharine with St Nicholas, Southbourne 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), (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 a restriction is placed on further processing;
- The right to object to the processing of 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.

## 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.

## Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Office at St Katharine's Church Parish Centre, 15 Church Road, Southbourne BH6 4AS 01202 418476 or email [stkathnic@btconnect.com](mailto:stkathnic@btconnect.com)