

The Church of the Good Shepherd, Farnborough

Data Privacy Notice - Abbreviated

Your personal data - what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example, a name, photographs, email address, or address).

Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of The Church of the Good Shepherd, Farnborough, which is the data controller for your data. The PCC works together with:

- the incumbent of the parish (that is, our vicar);
- the bishops of the Diocese of Guildford; and
- the Diocese of Guildford.

As the Church is made up of all of these persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities.

Each of the data controllers has their own tasks within the Church and a summary of what data is processed and for what purpose is set out in this Privacy Notice.

What data do the data controllers listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality;
- Where you make donations, or pay for activities such as use of a church room or hall, financial identifiers such as bank account numbers, payment card numbers;
- The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data.

For Role-Holders, the data controllers will process some or all of the following where necessary:

[Role-Holders are those persons with specific roles within The Church of the Good Shepherd, including the Vicar, Churchwardens, PCC Members, Lay Ministers (LLM), Pastoral Assistants, staff, volunteers, etc.]

- Non-financial identifiers such as employee identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers.
- Financial information such as salary, bonus, record of earnings, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities.
- Other employee data (not covered above) relating to Role Holders, including emergency contact information; gender, birth date, retirement date, etc.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations;
- To carry out comprehensive safeguarding procedures with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To minister to you and provide you with pastoral and spiritual care and to organise and perform services for you, such as baptisms, confirmations, weddings and funerals;
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public;
- To administer the parish and diocesan membership records;
- To fundraise and promote the interests of the Church and charity;
- To manage our employees, staff and volunteers;
- To maintain our own accounts and records;
- To process a donation that you have made;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you;

- We will process data about Role Holders for legal, personnel, administrative and management purposes and to enable us to meet our legal obligations.
- We may process sensitive personal data relating to Role Holders, as appropriate in order to comply with legal requirements and obligations to third parties.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party. An example of this would be our safeguarding work to protect children and adults at risk.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties (including other data controllers) where it is necessary for the performance of our (or the data controller's) tasks or where you first give us your prior consent.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. In general, we will endeavour to keep data only for as long as we need it, and we may delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

1. The right to access information we hold on you
2. The right to correct and update the information we hold on you
3. The right to have your information erased
4. The right to object to processing of your data
5. The right to data portability (to request the transfer of your data to another controller)
6. The right to withdraw your consent to the processing of data to which consent was sought.
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing.

Changes to this notice

We keep this abbreviated Privacy Notice under regular review and we will place any updates on this web page https://goodshepherdchurch.org.uk/Groups/306075/Data_Protection.aspx, where the latest copy of the full Privacy Notice is also available. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, PCC of The Church of the Good Shepherd, Farnborough, Hampshire GU14 8ER
Email: dataprotection@goodshepherdchurch.org.uk

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.