

DATA PRIVACY NOTICE – (May 2018)

ST MARK'S BROOMHILL & BROOMHALL SHEFFIELD

1. What's this all about?

From 25 May 2018 the processing of personal data will be governed by the EU General Data Protection Regulation (GDPR). 'Processing' here includes the collection, recording, storing, and use of personal data, whether by manual or electronic means, and the privacy and any dissemination of that information.

'Personal data' is defined as such data relating to an individual who can be identified from that data. Identification can be by the personal data alone, or in conjunction with any other information in the data controller's possession or likely to come into such possession.

2. Who's who in this case?

The Incumbent (currently Rev'd Sue Hammersley) and St Mark's PCC are the Data Controllers in this instance. The Church Administrator (currently Sarah Rousseau) is the Data Lead, responsible for the administration of data on behalf of both Data Controllers. (contact details below).

3. How do we process your personal data?

St Mark's seeks to comply with its obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; and by protecting personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for the following purposes: -

- To inform you of news and information concerning the work of St Mark's Church;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our personnel: supporters, volunteers, employees, trustees, etc.;
- To comply with safeguarding obligations.

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

- We need explicit consent from you, the data subject, in order to hold and use personal information.
- We need to process your data to comply with legal requirements, eg. Gift Aid.

GDPR covers not-for-profit bodies with a religious aim provided that the processing relates only to persons who have regular contact with the body in connection with its aims and there is no disclosure to a third party without consent.

5. How long do we keep your personal data?

- Where explicit consent is given we will keep the information for 5 years unless requested to remove it.
- Gift aid declarations and associated paperwork are kept for up to 6 years after the calendar year to which they relate;
- Information relating to work with children and vulnerable adults must be kept indefinitely.
- Records of a request to be removed from our database will be held permanently.

6. 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 St Mark's Church holds about you;
- The right to request that St Mark's Church corrects any 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 St Mark's Church to retain such data;
- The right to withdraw your consent to the processing of your data at any time;
- The right to request that the data controller [St Mark's PCC or The Incumbent] provide the data subject [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 a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

7. 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 notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. We will seek your prior consent to the new processing.

8. Contact Details

To exercise all relevant rights, to contact one of the Data Controllers, or for any queries in the first instance please contact The Church Administrator, St Mark's Church, c/o 4 St Mark's Crescent, Sheffield, S10 2SG or office@stmarkssheffield.co.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.

Date of Review September 2018