**DATA PRIVACY NOTICE**

**1. Introduction**

This document explains how the information about you which we hold is used and managed, and your rights with respect to that data.

**2. 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”). This notice explains how the information you supply is used and your rights with respect to that data, as required by the UK GDPR and the Data Protection Act 2018.

**3. Who are we?**

The data controller is The Parochial Church Council of the Ecclesiastical Parish of The Priory Church of St Peter and St Paul Leominster (the “PCC”), The Forbury Chapel, Church Street, Leominster, HR6 8NQ. The “Priory Community” is defined as all members of the PCC, its employees, contractors and registered volunteers.

The data controller decides how your personal data is processed and for what purposes.

**4. What type of personal information do we collect?**

We may currently collect and process information including the following:

* Name, address, contact details, telephone number, email address
* Employee or volunteer data
* Transactional data for purchases and donations
* Website usage data through use of cookies
* Social media user statistics

The personal information we process is provided to us directly by you.

**5. How do we process your personal data?**

The PCC complies with its obligations under the GDPR by:

* Explaining to you what data we are collecting and why we are collecting it
* Keeping personal data up to date
* Storing and destroying it securely
* Not collecting or retaining excessive amounts of data
* Protecting personal data from loss, misuse, unauthorised access and disclosure
* Ensuring that appropriate technical measures are in place to protect personal data

**6. Why do we process your personal data?**

We may use your personal data for the following purposes: -

* To enable us to provide a pastoral service for the benefit of the community
* To manage our employees and volunteers
* To administer congregational and volunteer records
* For safeguarding purposes in appointing individuals to staff or volunteer positions which have contact with children, young people and/or vulnerable adults
* For transactional purposes such as accepting a donation or recording the sale of a ticket
* 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 Priory
* To fundraise and promote the interests of the Priory
* To understand your preferences and needs

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

The legal basis for the PCC processing your data includes:

* Your explicit consent so that we can keep you informed about news, events, activities and services
* That the processing is necessary for carrying out legal or contractual obligations, for example in relation to the Worshipping or Community Roll, Gift Aid, volunteering at the Priory or under employment, social security or social protection law
* That the processing is necessary for carrying out the PCC’s legitimate interests, including the establishment, maintenance and enhancement of mutually beneficial relationships with donors and others in the furtherance of the PCC’s vision and mission
* Contractual, to enable us to process a purchase or request
* Monitoring and improving our website and services

**8. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Priory Community in order to carry out a service or for purposes connected with the PCC.

We will only share your data with third parties outside of the Priory Community with your consent, or if we are required to do so to carry out a legal or contractual obligation. We may share your data for safeguarding purposes with government agencies and other elements of the Church of England under data sharing agreements.

**9. How long do we keep your personal data?**

We keep data in accordance with the central Church of England GDPR guidance and/or the Companies Act. In doing so we keep data for as long as it is needed for the purpose for which it was originally collected. As our relationship with many people is a life-long one we often maintain records until such time as you tell us you no longer wish us to keep in touch. Employee data is kept in accordance with Employment Law guidelines.

**10. 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 Priory or PCC holds about you
* The right to request that the PCC 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 to retain such data
* The right to withdraw your consent to the processing at any time
* The right to request that the PCC provide you with your personal data and if required and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
* 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 your personal data, (where applicable)
* The right to lodge a complaint with the Information Commissioner’s Office

**11. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Personal Data Privacy Policy, 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.

**12. Complaints or concerns**

If you have any queries regarding this processing activity, or any concerns or queries about how the PCC handles your personal data, please contact, in the first instance, the Rector either by writing to The Forbury Chapel, Church Street, Leominster, HR6 8NQ or by emailing office@leominsterteam.org.uk. You have the right to make a complaint at any time to the Information Commissioner online at https://ico.org.uk/make-a-complaint or by phone on 0303 123 1113.

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