



The Parochial Church Councils (PCC) of St Peter's, Ropley

DATA PRIVACY NOTICE

This Privacy Notice is provided by the PCC of St Peter's, Ropley to explain what to expect when we collect and process your personal information in accordance with the UK GDPR (General Data Protection Regulations).

Data Controller

The data controller is:

St Peter's Ropley PCC. The Data Protection Office can be contacted via the Ropley Benefice Administrator at admin@ropleybenefice.church, landline number 07544 970166

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1. Why we collect and use your personal data

We use personal data for the following purposes:

- To inform you of news and information about events, activities, and services within the PCC of St Peter's, Ropley and/the Diocese of Winchester;
- 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 running at St Peter's;
- 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.

2. The categories of personal data we collect are:

- Name
- Contact details, (address, telephone and email)

We may also process 'special' categories of information that may include:

- ethnic origin;

- religion;
- health;

3. The lawful basis for processing your personal data

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism, etc.
- Legitimate Activity – we collect and process this data as part of our legitimate activities as a not-for-profit body

4. Where we collected your data from

- You
- The Diocese of Winchester
- Funeral director

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC of St Peter's, Ropley and/or Winchester diocesan office. Although, it should be noted that, in relation to matters of Safeguarding, there sometimes is a legitimate need, i.e. a compelling reason, to share information with law enforcement authorities which over-rides the need for consent.

6. How long do we keep data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records": [Records management guides | The Church of England](#) which specifies that data is destroyed once it is no longer needed.

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which The PCC of St Peter's Ropley holds about you (a Subject Access Request or 'SAR');
- 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 are erased where it is no longer necessary for The PCC of St Peter's, Ropley, to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provides you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioner's Office.

8. Concerns and/or complaints

To exercise all relevant rights, or for queries or complaints please in the first instance contact the In the first instance the Data Protection Office via the Ropley Benefice Administrator at admin@ropleybenefice.church, phone number 07544 970166

You can contact the Information Commissioners Office on 0303 123 1113 or via their complaints tool:

<https://ico.org.uk/make-a-complaint/data-protection-complaints/>