

The Parochial Church Council (PCC) of St Andrew's, Cullompton

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. Processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

Who are we?

The PCC of St Andrew's, Cullompton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes

Your personal data

At St Andrew's Church we store contact details and other information about people who are connected with the church. This helps us to communicate well with you about church activities with which you are involved and new events that are coming up. It also helps the staff team with their oversight of what is happening in the church and who is involved. We may also record attendance information, (e.g. children's groups, home-groups) to help in managing these groups effectively and for child protection requirements.

Storage and sharing of personal data

We use a computer system (ChurchSuite) to keep all this data safe and to help us comply with data protection regulations. If you opt in to allowing your data to be shared with other church members on this system they will have access to read parts of your contact details at your discretion. Even if you opt not to share your details, they may still be visible to other people under limited circumstances — for example:

- If you are involved in a church group or an area of service then the leader(s) of that group or ministry area may have access to your contact details.
- If your name appears on a church rota then other people on that rota will be able to see your name.

Use of personal data

The information that we keep usually consists of your name, adult/child, gender and family connections. If you have provided them to us then we will also keep your address, telephone, email addresses, mobile number, occupation, website, company, allergies and date of birth.

If the church is involved in your pastoral care in any way then information relating to this may be stored. We will also store information regarding membership of groups

or committees within the church, such as being an attendee of a congregation or small group. We may also process and store information on any invitations we have sent to you for activities or events, your attendance at any activities or events, details of any church-related subscriptions and all information we may have requested for the purposes of DBS checks. It will also be necessary to store information about ministries you are involved with and the dates and times of any duties associated with those ministries.

We may “profile” the information we collect about you and use automatic processing particularly for the purposes of choosing how relevant a church activity is to you based on group membership, age, gender or address.

If you are involved with a ministry at the church we may email or text you about this ministry, for instance with rota updates or information about what’s coming up. If you opt in to receiving emails about new ministries, events or products then we can keep you advised of those things that may interest you.

Processing your data

The General Data Protection Regulation (GDPR) provides several acceptable reasons for processing your information. If you regularly attend the church or a recent new contact then we use the “Legitimate Interest” reason because keeping your contact details is important to running the church. If you are not a regular attendee then we use the “Consent” reason, this requires us to obtain your opt-in consent allowing us to process your data. Under certain circumstances we may have a legal obligation to process your personal information (see section 5).

How long we keep your data

If you are a previous church attendee who has now left the church, we may keep your name on record, for historical or statistical purposes for a limited period of 3 years. We may keep more details and for longer periods if you have been involved in ministries that have legal record-keeping obligations such as child protection, employment or accident reporting. 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, and parish registers (baptisms, marriages, funerals) permanently. Details of retention policies for many different scenarios are published by the Church of England and could be more than 50 years.

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 PCC hold about you; however, we reserve the right to charge a reasonable fee for responding or we can refuse to respond if your request is unproven or disproportionate

- The right to request that we correct any of your data if it is found to be inaccurate or out of date.
- The right to request that your data is erased where it is no longer necessary for us to retain that data (i.e. where there is no legal requirement on us to retain it, and where it is not required for running the church).
- The right to withdraw your consent to processing at any time, where the processing is of a kind that requires consent.
- The right to request that, where possible, we communicate your data directly to another church or organisation.
- The right to request a restriction on further processing of your data, for example if you have lodged a formal complaint and are awaiting the outcome.
- The right to submit a complaint to the Information Commissioner's Office (ICO) if you believe we have been mishandling your data.

Full details of your rights can be found on the ICO's website at <http://ico.org.uk>

Further processing

If we wish or need 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.

Cookies

This site uses cookies — these are small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. For further information we suggest consulting the Help section of your browser or taking a look at [the About Cookies website](#) which offers guidance for all modern browsers.

Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over such other websites. Therefore, St Andrew's Cullompton PCC cannot be responsible for the protection and privacy of any information that you provide on these websites and are not governed by this privacy statement. You should always exercise caution and look at the privacy statement applicable to the website in question.

The PCC of St Andrew's Church, Cullompton is a registered charity, number 1134703

Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Church Office, St Andrew's Church Office, Cullompton Community Centre, Pye Corner, Cullompton, EX15 1JX or via operations@standrewscullompton.com or by telephoning the church office on 01884 33249 (Voice mail facility).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email at <https://ico.org.uk/global/contact-us/email/> or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF