

DATA PRIVACY NOTICE

The District Church Council (DCC) of St Mark's, Hitchin

St Mark's Church maintains a secure electronic database, using a third-party provider called "ChurchSuite", which enables us to function more effectively as a church community and ensure personal data is secure and only accessible to authorised users. Our ChurchSuite account is hosted in the UK and we have chosen to use ChurchSuite because of their compliance with the GDPR. ChurchSuite also has a member-facing system called "My ChurchSuite", which (among other features) enables those on the database to easily manage their own personal information or opt out at any time. All personal information stored on our ChurchSuite account is backed up securely each day. If you would like more information about our use of ChurchSuite please email wardens@stmarks-hitchin.org.uk. For more information about ChurchSuite generally, see their website churchsuite.com.

The DCC respect your privacy and are committed to protecting your personal information (personal data). This privacy notice lets you know how we look after your personal data which either you provide to us or we obtain and hold about you and it tells you about your privacy rights and how the law protects you.

This privacy notice is available online. Alternatively you can download a PDF version or you may have been provided with a hardcopy (printed) version of the notice.

1. 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 (GDPR) and the Data Protection Act 2018.

2. Who are we?

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

3. How do we process your personal data?

The DCC of St Mark's, Hitchin complies with its GDPR obligations^(GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Most of the data we hold is kept in ChurchSuite. Our Pastoral & Bereavement Committee also keep records, in hard copy and electronically, relating to people who have requested pastoral care.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the parish of Hitchin;
- To administer membership records;
- To fundraise and promote the interests of St Mark's;
- 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 Mark's.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about church events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to you or other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent (note that the electoral roll is sent to the Diocese.)

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website.²

Specifically, 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. Parish registers (baptisms, marriages, funerals) are retained permanently, and sent to the Hertfordshire Archives for storage.

7. Your rights and your personal data

Unless subject to an exemption in 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 DCC of St Mark’s, Hitchin holds about you;
- The right to request that the DCC of St Mark’s, Hitchin 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 DCC of St Mark’s, Hitchin to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 (where the processing is not based on explicit consent).
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish 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.

9. Contact Details

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

² https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

To exercise all relevant rights, queries of complaints please in the first instance contact the DCC Secretary (Deirdre Parr), c/o St Mark's Church, St Mark's Close, Hitchin, SG5 1UR.

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.