

**DATA PRIVACY NOTICE**  
**The Parochial Church Councils (PCCs) in**  
**the Wychwood Benefice of**



**St Mary-the-Virgin, Shipton-under-Wychwood,**  
**St Simon and St Jude, Milton-under-Wychwood,**

**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 information (or personal data) that may identify you that we collect, record, organise, store, share, destroy and make use of may include personal information (e.g. title, name, address, email address, phone number(s)) and, if needed, financial information (e.g. for Gift Aid and banking details). The processing of personal data is governed by the General Data Protection Regulation ("*The GDPR*").

**2. Who are we?**

The Parochial Church Councils in the Wychwood Benefice as listed ("*The PCCs*") are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

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

*The PCCs* comply with their obligations under *The 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.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area;
- To administer membership records;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of Gift Aid);
- To inform you of news, events, activities and services running in the parishes and the Wychwood Benefice;
- To share your contact details with the Diocesan office, where appropriate, 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.

**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, process your Gift Aid donations, and management of parish records;
- Processing is necessary for carrying out obligations 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 and Benefice in order to carry out a service to other church members or for purposes connected with the church and Benefice. Your personal data is only held in the UK and we will only share your data with third parties outside of the parish with your consent.

## 6. How long do we keep your personal data<sup>1</sup>?

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 [see footnote].

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; and parish registers (baptisms, marriages, funerals) permanently.

## 7. 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. You can:

- Request a copy of your personal data held by *The PCC*;
- Request that *The PCC* corrects any personal data if found to be inaccurate or out of date;
- Request your personal data is erased where it is no longer necessary for *The PCC* to retain such data;
- Withdraw your consent to the processing at any time;
- Request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- Request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- Object to the processing of personal data;
- Lodge a complaint with the Information Commissioner's Office.

## 8. What about links and cookies?

Our Benefice website may contain links to and from the websites of third party sites. *The PCC* does not control these third party sites. Users of any links are advised to consult the Privacy Notices of the relevant third parties.

## 9. Changes to this Privacy Notice

We may make changes to this Privacy Notice from time to time in order to reflect changes in the law and/or our privacy practices. We encourage you to check the current version that will always be available on our website and at the Benefice Office.

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.

## 10. Contact Details

To exercise all relevant rights, queries or complaints please contact the Wychwood Benefice Office via email ([office@wychwoodbenefice.org.uk](mailto:office@wychwoodbenefice.org.uk)) or at St Simon & St Jude, Church Road, Milton-under-Wychwood, OX7 6LJ, or the PCC Secretary of the relevant parish.

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.

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