

DATA PRIVACY POLICY

The Parochial Church Council (PCC) of St Mary's Lytchett Matravers

The following Data Privacy Policy explains how the PCC of St Mary's Lytchett Matravers and its representatives, may collect and use your personal information in the day to day running of the church or when you use our website.

1. What information do we collect about you?

We collect personal information about you in many ways. For instance, we collect data about parishioners through the parish electoral roll, through gift aid and standing order forms, and also, when planning for, and registering, services, weddings, funerals and christenings. Sometimes we will also collect information when you write to us, provide feedback, or volunteer to support or participate in an event. In addition, we collect data when you get in contact via the website (<http://www.smlm.co.uk/contact/>), sign up for our newsletter or agree to have some or all of your relevant details in our prayer directory.

2. Your personal data – what is it?

The data held may include your name and various contact details such as your telephone number, home address and email address, or more personal details, such as your date of birth. This all qualifies as personal data as it is data that can identify you, either from the information alone, or in conjunction with other data held by the PCC of St Mary's Lytchett Matravers (PCC SMLM) and as such, its use is governed by the General Data Protection Regulation 2016/679 (the "GDPR").

3. Who are we?

We are the PCC of St Mary's, Lytchett Matravers (PCC SMLM) and are the appointed data controller. This means we are responsible for decisions regarding how your personal data is collected, stored, used, deleted and disposed of. If you need to get in touch with us please use the contact details below.

4. How do we use and process your personal data?

There are a number of legal obligations and statutory uses that cannot be fulfilled without the use of your personal data, such as:

- compiling the parish electoral roll
- administering our membership records
- recording marriages, christenings or funerals, etc
- processing gift aid applications
- managing employees and volunteers of the church, and
- keeping you informed of church news, events and service

5. Using your data for general communication purposes

As outlined above, in addition to using the various specific uses outlined above, we use data to support our church communication and to inform you of church fundraising events and activities. To use your data for this we require your consent.

6. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with the [Diocese of Salisbury](#)¹ and members of the church for legitimate uses connected with the church. PCC SMLM will

¹ The Diocese is the district under the pastoral care of a bishop in the Christian Church. SMLM is within the Diocese of Salisbury. For more information see <http://www.salisbury.anglican.org/whos-who/about-us>

not share your information with any other organisations except to prevent fraud or as required to do so by law.

7. Legal basis for processing your personal data

The PCC SMLM complies with its obligations under the GDPR by keeping your 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 or disclosure, and by ensuring that appropriate technical measures are in place to protect your personal data.

8. How long do we keep your personal data?

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. For example, we only retain electoral roll data while it is still current, we retain paperwork associated with a gift aid claim to HMRC for up to 6 years and we keep parish registers (baptisms, marriages, funerals) permanently.

9. Your rights and your personal data

Unless subject to an exemption under the GDPR, or other statutory legislation, you have the right to:

- Request a copy of the data held on you
- Request that any inaccurate or out of date information is amended
- Request that your personal data is erased if it is no longer necessary for PCC SMLM to retain it
- Withdraw your consent to the use of your data for marketing purposes at any time
- Lodge a complaint with the Information Commissioners Office if you feel that your data is being used inappropriately.

10. Changes to our privacy policy

We review our privacy policy regularly and will place any updates in the church and on the SMLM webpage. This privacy policy was last updated on 17th July 2018.

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, we will publish an update to this policy prior to making any changes and, where relevant, will seek your consent prior to using your data.

11. How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- by email the PCC Secretary at: pccsec@smlm.co.uk
- or by writing to us at: PCC Secretary, c/o The Rectory, Jennys Lane, Lytchett Matravers, Poole, BH16 6BP.

You can also 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.

² Church of England Record Management Guide <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>