**The Parochial Church Council of St Cuthbert’s Darlington (The “PCC”) Data Privacy Notice.**

You may choose not to grant your consent for all purposes, one of the purposes or none of the purposes. Where you do not grant consent however we will not be able to use your personal data, for example to let you know about forthcoming services and events.

**Data Privacy Notice**

1. **What is personal data?**

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 (the “GDPR”).

1. **Who is the Data Controller?**

The Data Controller is the PCC of St Cuthbert’s Darlington. The PCC is responsible for determining how your personal data is processed and retained in order to promote within the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

1. **How will we use your personal data?**
   1. To enable us to administer membership records including membership of formal bodies and other voluntary groups and/or rotas which facilitate objectives for which the PCC or Durham Diocese has ultimate responsibility.
   2. To fundraise and promote the interests of the church and any associated charities
   3. To ensure we maintain our accounts and records in order to comply with legal requirements as required by the Diocese (e.g. details of PCC and synod members appropriate training undertaken including for safeguarding purposes) or as required by government bodies (e.g. gift aid applications and DBS checks) 3.4
   4. To inform you of news, events, activities and services at St Cuthbert’s and events activities and services held jointly with Holy Trinity Darlington.
   5. Where necessary as part of a Safer Recruitment process. This will only be conducted by individuals authorised by the PCC and within the procedures necessary to ensure safeguarding procedures are fully adhered to..
2. **How will you collect personal data?**
   1. Your explicit consent is required so that we can keep you informed about news, events, activities and services and process your gift aid donations. Personal data used for purposes requiring your specific consent will only be collected using the attached “Data Consent Form”.

4.2 Where the processing and holding data is necessary for us to carry out our obligations under insurance, employment, social security or social protection regulations (for St Cuthbert’s Darlington (Registered Charity No 1133078. The data required for these purposes will be collected using appropriate documentation which explains the reason the data is required.

1. **What limitations are there on data collection by the PCC?**

Data processing can only take place if it relates to members or former members of the church and if there is no disclosure to a third party without consent

1. **Will my details be kept confidential?**

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 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 specific consent.

1. **How long will you keep personal data?**

We will keep data in accordance with the “Records Management Guides” set out by the Church of England and available on line at https://www.churchofengland.org/more/libraries-andarchives/records-management-guides. Currently this means that we will retain electoral role data for individuals only while they are 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 and funerals) in perpetuity.

1. **Your rights to your personal data**

Aside from specific exemption set out in the GDPR and rights relating to people with employment contracts you have the following rights with respect to your personal data:

8.1 The right to request a copy of the personal data the PCC holds about you

8.2 The right to request that the PCC corrects any personal data that is found to be inaccurate or out of date or where there is a dispute about the accuracy of the data to request a restriction be placed on further processing.

8.3 The right to request that your personal data is erased when it is no longer necessary for the data to be retained. (Note that data held on Parish Registers for baptisms, marriages and funerals cannot be erased).

8.4 The right to withdraw your consent to the processing of your data at any time.

8.5 The right to lodge a complaint with the Information Commissioner’s Office

**9** **Who should I contact if I have a concern about my personal data?**

If you wish to discuss any concerns you have regarding the personal data held, please email the Operations Coordinator at contactus@stcuthbertsdarlington.org.uk. To exercise all relevant rights, queries or complaints, please contact in the first instance the PCC Secretary at PCCSecretary@stcuthbertsdarlington.org.uk.