



# Keeping in Touch

From time to time, we update the details you have given us in the past, to ensure they are still correct.

Inside this booklet you will find our Data Privacy Notice, which outlines how we use the information you give us, and how this complies with new data protection legislation coming into effect in May 2018.

You will also find a form asking for the details we need from you as a member of St. Mark's and how you consent to us using them.

**Please would all members fill in this form, even if none of your details have changed. This will enable us to comply with the new legislation.**

- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provides you with your personal data and where possible, to transmit that data directly to another Data Controller, (known as the right to data portability), where applicable;
- 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 applicable);
- The right to lodge a complaint with the Information Commissioner's Office.

## 8. Further processing

If we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, then we will provide you with a new notice explaining the new use before starting 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. Social Media

For Facebook and Twitter, your data privacy agreement is with these companies and not St. Mark's. However, please be assured that we use these media strictly in accordance with their terms and conditions and will never use or share any information about you that we may receive through your use of them.

## 10. Contact Details

To discuss any aspect of this Data Privacy Notice, to exercise all relevant rights or to make a complaint, in the first instance please contact Mike Richardson at St. Mark's Church Lorne Road Forest Gate London E7 0LJ or by email: [gdpr@stmarksforestgate.org.uk](mailto:gdpr@stmarksforestgate.org.uk).

You can contact the Information Commissioners' Office on 0303 123 1113, 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.

This Data Privacy Notice has been agreed by the PCC of St. Mark's Forest Gate and comes into effect on 25th May 2018. The PCC will review it by 30th April 2019.

## DATA PRIVACY NOTICE

### The Parochial Church Council (PCC) of St. Mark's Forest Gate

#### 1. Your personal data – what is it?

Personal data is information about a living individual who can be identified from that information, such as a name, address, phone number or email address. Identification can be by the information alone, or in conjunction with any other information that St. Mark's possesses or is likely to possess. The processing, or use, of personal data is governed by the General Data Protection Regulation (the GDPR).

#### 2. Who are we?

The PCC of St. Mark's Forest Gate is the Data Controller (contact details in Section 9 on the back page of this leaflet). This means it decides how your personal data is processed and for what purposes.

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

The PCC of St. Mark's Forest Gate complies with its 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 our members and the public in our local area;
- To administer membership records;
- To fundraise and promote the mission of St. Mark's;
- To manage our employees and volunteers, for example drawing up rotas;
- To maintain our own statutory accounts and records (including the processing of Gift Aid applications);
- To inform you of news, events, activities and services at St Mark's;
- To provide information about St. Mark's to the Diocese of Chelmsford – this information consists purely of numbers and does not include names, addresses or any other details you have given us, except in the case of the Churchwardens and PCC members, which we are required to do under laws relating to registered charities.

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

- Your explicit consent so that we can keep you informed about news, events, activities and services, and process your Gift Aid and other donations.
- Processing is necessary for carrying out obligations under employment, social security, safeguarding or social protection law, or a collective agreement;
- Processing can be carried out by us as a not-for-profit body with a religious 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 only be shared with other members of the church in order to carry out a service to other church members, such as for rotas, or for purposes connected with the church. We will not normally share your data with third parties outside St. Mark's, and if we do so, this will only be 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* available from the Church of England website: <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

Specifically, we retain Electoral Roll and membership data while it is still current, Gift Aid declarations and associated paperwork for up to six 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:

- The right to request a copy of your personal data which the PCC of St. Mark's Forest Gate holds about you;
- The right to request that the PCC of St. Mark's Forest Gate 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 PCC of St. Mark's Forest Gate to retain it;