

DATA PRIVACY 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 (the "GDPR").

2. Who are we?

The PCC of Polesworth Abbey (St Editha) is the data controller (contact details below). This means it we have responsibility for your personal data. This Policy sets out how we use that data, how it is processed and for what purposes.

3. How do we process your personal data?

The PCC of Polesworth Abbey (St Editha) 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 administer organisational records;
- To manage the Abbey volunteers;
- To maintain accounts and records, including the processing of gift aid applications;
- To inform one another about news, events, activities and services.

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

- We ask you to give explicit consent so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed.
- As a "not-for-profit body with a ... religious aim":
 - We process data relating only to those who have contact with the Abbey in connection with those purposes; and
 - there is no disclosure to a third party.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared at the Abbey for purposes connected with the church (see above). We will only share your data with third parties outside of the parish with your consent, the only exception being the archiving of Registers at the County Record Office in Warwick, where the statutory information becomes public.

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. [see footnote for link].

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

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 (though these may be archived at the County Record Office, see above) .

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 Polesworth Abbey (St Editha) holds about you;
- The right to request that the PCC of Polesworth Abbey (St Editha) 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 Polesworth Abbey (St Editha) 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 use of personal data;
- 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

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary at info@polesworthabbey.co.uk or Polesworth Abbey, High Street, Polesworth B78 1DU

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.