

## The Team Parish of St Luke in the City

*St Bride's, St Dunstan's, St Michael's & Anglican Chaplaincy to the Women's Hospital*



### Data Privacy Notice

#### The Parochial Church Council (PCC) of St Luke in the City, Liverpool

##### 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 St Luke in the City, Liverpool is the data controller (contact details below). 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 Luke in the City, Liverpool complies with its obligations under the 'GDPR' by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data to:

- enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- administer membership records
- fundraise and promote the interests of the charity
- manage our employees and volunteers
- maintain our own accounts and records (including the processing of Gift Aid applications)
- inform you of news, events, activities and services running throughout the Team Parish of St Luke in the City, Liverpool (including St Bride's, St Dunstan's and St Michael in the City)
- share your contact details with the Diocesan office 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?

- Your explicit consent for the PCC of St Luke in the City, Liverpool to keep you informed about news, events, activities and services, and process your Gift Aid donations
- 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 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 consent.

## 6. 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.<sup>1</sup>

Specifically, we retain:

- electoral roll 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
- parish registers (baptisms, marriages, funerals) permanently.

## 7. Your rights and your personal data

Unless subject to an exemption under the GDPR, with respect to your personal data you have the right to:

- request a copy of your personal data which the PCC of St Luke in the City, Liverpool holds about you
- request that the PCC of St Luke in the City, Liverpool corrects any personal data if it is found to be inaccurate or out of date
- request your personal data is erased where it is no longer necessary for the PCC of St Luke in the City, Liverpool to retain such data
- withdraw your consent to the processing at any time
- request that the PCC of St Luke in the City, Liverpool provide you with your personal data and where possible, to transmit that data directly to another data controller (where applicable)
- request a restriction is placed on further processing of your personal data, where there is a dispute in relation to its accuracy or processing
- object to the processing of personal data (where applicable)
- lodge a complaint with the Information Commissioners Office (contact details below).

## 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 Parish Administrator by email: [office@stlukeinthecity.org.uk](mailto:office@stlukeinthecity.org.uk) or by post: Parish Administrator, St Bride's Church, Percy Street Liverpool L8 7LT.

You can contact the Information Commissioners Office by phone: 0303 123 1113, by email: [ico.org.uk/global/contact-us/email](https://ico.org.uk/global/contact-us/email) or by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**Approved by the PCC of St Luke in the City, Liverpool, 23rd May 2018**

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<sup>1</sup> Details about retention periods can be found in the Record Management Guides on the Church of England website: [churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx](https://churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx)