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**INSERT PARISH NAME PAROCHIAL CHURCH COUNCIL, VICAR and CHURCHWARDENS of INSERT PARISH NAME**

**PRIVACY NOTICE**

This Privacy Notice explains who we are, how to contact us, when we collect personal data, how we use that data, how long we may keep that data and your rights.

**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 applicable legislation, including:

* The IOM General Data Protection Regulations and Law Enforcement Directive Implementing Regulations 2018
* The UK General Data Protection Regulation 2016
* The UK Data Protection Act 2018
* and other regulatory requirements and applicable guidance.

**Who we are**

This notice is given by the Parochial Church Council of the parish of INSERT (the “PCC”), the incumbent of the benefice of INSERT (the “Vicar”) and the churchwardens of the parish of INSERT (the “Wardens”). The PCC, the Vicar and the Wardens are each the data controller in respect of matters within their respective fields of responsibility. Each of them decides how your personal data is processed and for what purposes within those fields.

**Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the INSERT ROLE at the Parish Office, INSERT ADDRESS

Tel: 01624 XXXXXX Email XXXXXXXX

**What is our approach to personal data?**

We respect an individual’s fundamental right to privacy. In general, we will endeavour to be open and transparent with individuals when processing their personal data. However, in some limited exceptions, for example when investigating an allegation, it is not possible to do so.

**How will we collect and use your personal data?**

The Vicar, the PCC and the Church Wardens comply with their obligations under the legislation 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.

They process personal data for the following purposes:-

* To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
* To administer membership records;
* To fundraise and promote the interests of the church and charity;
* To manage our employees and volunteers;
* To maintain our own accounts and records (including the processing of gift aid applications);
* To inform you of news, events, activities and services running at our churches;
* To share your contact details with the diocesan office so they can keep you informed about news in the Diocese and events, activities and news, events, activities and services that will be occurring in the parish and in which you may be interested.
* For the purpose of correspondence, for example the issuing of newsletters
* when making enquires or undertaking investigations in accordance with statutory functions and duties

**What is the legal basis for processing your personal data?**

* Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan or parish events or national and international concerns associated with their obligations as a Church.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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.

**Will we share 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.

**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](https://www.churchofengland.org/more/libraries-and-archives/records-management-guides) 1.

Specifically, we retain electoral roll data while it is still current; donations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals and burials) permanently.

**What are your rights in relation to your personal data?**

Unless subject to an exemption under the legislation, you have the following rights with respect to your personal data: -

* The right to request a copy of your personal data which the PCC, the Vicar or the Wardens holds about you;
* The right to request that the PCC, the Vicar or the Wardens 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, the Vicar or the Wardens to retain such data;
* The right to withdraw your consent to the processing at any time
* The right to request that the data controller provide the data subject with his/her 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 Isle of Man Information Commissioners Office.

**Will we further process your data?**

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.

**Website and cookies (if applicable, if not please delete)**

Please find our website privacy statement here. This privacy notice does not cover the links to other websites within this site. We encourage you to read the privacy statements on other websites you visit.

**How to make a complaint**

The link for how to make a complaint to the Information Commissioner of Isle of Man can be found [here](https://www.inforights.im/complaint-handling/how-to-make-a-complaint-to-the-information-commissioner/)

**Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last reviewed February 2019.

*1. https://www.churchofengland.org/more/libraries-and-archives/records-management-guides*