



The Parish of St. Neots with Eynesbury (“we/the Parish”) is committed to protecting and respecting your privacy. This notice sets out the basis on which any personal data we collect from you, will be processed by us.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

What is personal data?

Personal data is any information relating to a living individual (the “data subject”) who can be identified directly or indirectly 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”).

Data Controller

The Parochial Church Council of the Parish of St. Neots with Eynesbury is the Data Controller and as such, determines how your data is processed and for what purposes. It is also responsible for looking after your personal data pursuant to all relevant legislation and to whom you should liaise if you have any questions or concerns about your personal data. Contact details are found at the bottom of this notice.

How do we collect personal data?

We may collect data from and about you using methods which include:

You may give us your identity, contact and financial data by filling in forms (manually or electronically) or by corresponding with us by post, phone, email, social media or otherwise. This includes personal data you provide when you:

- Are involved in the life of the church through one of our services, groups or activities.
- Are photographed or filmed during our services or events.
- Apply for paid or volunteer work with us.
- When we ask you to undertake a DBS check before working with us
- Donate online, by text message or completing a giving envelope.
- Create an account on our website.
- Register for an event or course.
- Subscribe to our services or publications.
- Request marketing to be sent to you.
- Respond to a survey or give us some feedback.



How do we process your personal data?

We comply with our 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:

- Promote and support the mission and ministry of St. Neots with Eynesbury Parish
- For members of the clergy and authorised lay ministers to provide pastoral care to parishioners
- Inform you of news, events, and cultural and religious activities and services and manage bookings.
- Maintain our own accounts and records (including the processing of giving and gift aid applications).
- Administer and support the governance of the Parish, including the Electoral Roll.
- Seek opinion or feedback on existing or potential developments.
- Manage Parish property, including hire and rental.
- Provide training and education.
- Support and manage our employees and volunteers.

What is the legal basis for processing your personal data?

We collect and use information under one or more of the following legal bases:

- **Consent** – we need your permission to use your information to keep you informed about news, events and activities, including those for fundraising.
- **Legal obligation** – we need to process your information to comply with our obligations including under safeguarding, tax and health and safety law.
- **Public task** – we need to process your information to undertake a duty or task in the public interest.
- **Contract** – we need to process your information as part of a contract such as a contract of service or employment.
- **Vital interest** – we need to process your information to protect someone's life in an emergency.
- **Legitimate interest** – we need to process your information to undertake tasks and duties related to church groups and members.

We will only use your personal data for the uses and purposes set out above unless we need to use it for another reason compatible with the original use and purposes. If we need to use your personal data for an unrelated purpose, we will notify you and will explain the legal basis which allows us to do so.



Sharing your personal data

Your personal data will be treated as strictly confidential. Where necessary or required we collect from or share information with:

- Diocese or bishop's office.
- Relatives or emergency contacts.
- Employees (paid or voluntary).
- Current past and prospective employers.
- Healthcare, social and welfare organisations
- Educators and examining bodies.
- Educational institutions.
- Governance bodies and committees.
- Providers of goods and services.
- Regulatory bodies.
- Law enforcement and prosecuting authorities.
- Courts and tribunals.
- Charitable, religious and voluntary organisations.
- Statutory, public or regulatory inquiries.

How long do we keep your personal data¹?

Your data is retained 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].

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.

Security

We have put in place appropriate security measures to prevent your personal data from being lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have also put in place procedures to deal with any suspected data breach and will notify you and any applicable regulator of a breach where we are legally required to do so. Employees and volunteers are required to follow policies and procedures and complete training where appropriate.

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/more/libraries-and-archives/records-management-guides>



Your obligation to keep us informed of changes

It is important that the personal data we hold about you is accurate and current. Please do let us know of changes to your personal data.

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 be informed of how your data is to be used.
- The right to withdraw your consent.
- The right to access.
- The right to rectification if your data is found to be inaccurate or out-of-date.
- The right to the erasure.
- The right to restrict processing.
- The right to data portability (where applicable) *Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right to object [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*].

Contact Details

To exercise all relevant rights, queries or complaints **please in the first instance contact the Parochial Church Council via email at office@stneots.org or on 01480 370312.**

Further information can be obtained from the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/>.

This policy can be found on our websites www.stneots.org or www.stmaryseynesbury.com, in our churches or from our parish office.

This notice is approved by the Parochial Church Council of the Parish of St. Neots with Eynesbury.

Date: May 2024 Draft