

DATA PRIVACY NOTICE

St John the Evangelist, Bradshaw and Holmfield

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 **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Who are we?

The PCC of St John the Evangelist, Bradshaw and Holmfield is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The PCC of St John the Evangelist, Bradshaw and Holmfield complies with its obligations under the Data Protection Act 2018 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 provide pastoral care to parishioners.
- To administer membership records.
- To fundraise and promote the interests of the charity.
- To manage our employees and volunteers.
- To maintain our own accounts and records.
- 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 operate the St. John the Evangelist, Bradshaw and Holmfield web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at St. John the Evangelist, Holmfield and Bradshaw.
- To share your contact details with the diocesan office so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are relevant to the role you are undertaking.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

What is the legal basis for processing your personal data?

We use your personal data for legitimate purposes relevant to diocesan business and provision of services as listed below.

Reason for processing	Personal data collected	Lawful basis of processing	Possible consequences of failure to provide personal data
Processing marriage, baptism and funeral information.	Names and contact details.	Legal requirement to maintain official church registers.	If individuals do not provide necessary details for marriages, baptisms, or funerals, the church may be unable to officially record these events in registers, which could affect legal recognition.
To administer membership records such as the electoral role.	Name and contact details.	Legal requirement to be able to be added to the electoral role.	You will not be able to participate and vote in the APCM, nor be elected as a Church Officer.
Application for roles within the church.	Name, contact details, qualifications and previous experience.	Legitimate interest to determine the suitability of candidates for relevant positions within the church both volunteers and employees.	Without this information we will not be able to proceed with your application.
Maintaining up-to-date safeguarding records and DBS checks.	Name and contact details. DBS check information.	Legal obligation to ensure all safeguarding responsibilities are complied with and accurate records maintained.	To ensure the safety and well being of our community we require individuals for certain roles to provide personal data for safeguarding training and DBS checks. Without this information we cannot proceed with your role within the church.
Maintaining health and safety records.	Name and contact details and accurate record of incident.	Legal obligation to ensure that all health and safety responsibilities are complied with and accurate records are maintained.	While individuals are not required to provide personal details when reporting an incident, doing so helps us meet our legal obligations and ensures appropriate follow-up.

Gift aid declarations and planned giving schemes.	Personal details and financial information.	Legitimate interest to be able to process gift aid declarations and planned giving.	If the necessary information is not provided we will be unable to process your gift aid declarations or include you in planned giving schemes. This means we will be unable to maximise the impact of your contribution to the Church.
Publication of the Parish newsletter, along with news updates and guidance shared via social media.	Contact and identification details.	Consent to publish contact information of group leaders in newsletters and on websites to facilitate communication and engagement within the Parish community. (Consent may be withdrawn at anytime.)	Failure to provide personal data may result in the inability to publish contact information in newsletters or on websites, which could hinder communication and engagement within the Parish community.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC of St John's, Bradshaw and Holmfield and/or Leeds Diocese, and with other church members via the church directory.

How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records": [Records management guides | The Church of England](#).

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 holds about you.
- The right to request that the PCC 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 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) [*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*]
- The right to lodge a complaint with the Information Commissioners Office.

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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Data protection officer at St John's on 07949710772 or email jackieyoung12@outlook.com

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.