

## **DATA PRIVACY NOTICE**

### **St Saviour's Parish Church, Guernsey Guernsey Registered Charity: CH74**

#### **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?**

St Saviour's Parish Church, Guernsey 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?**

St Saviour's Parish Church, Guernsey 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 inform you of news, social events and services running at St Saviour's church/ Torteval church
- To fundraise and promote the interests of the church
- To maintain our own accounts and records (including the processing of gift aid applications);

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

- Explicit consent of the data subject so that we can keep you informed of news, social events and services running at St Saviour's church/ Torteval 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;
- 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<sup>1</sup>?**

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. 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

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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.

## **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 St Saviour's Parish Church, Guernsey holds about you;
- The right to request that St Saviour's Parish Church, Guernsey 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 St Saviour's Parish Church, Guernsey to retain such data;
- The right to withdraw your consent to the processing at any time

## **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 St Saviour's Parish Church Office by email at [stsaviourschurch@cwgsy.net](mailto:stsaviourschurch@cwgsy.net)