

# Holy Trinity Church Wavertree

## Privacy Notice how we use your information

### **1. Your personal data what is it?**

Personal data relates to a living individual who can be identified from that data. Data for example can be a name, photograph, email address, bank details, posts on social networking websites, medical information, or a computer IP address. Identification can be by the data alone or in conjunction with any other information in the data controllers possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

### **2. Who are we?**

The Parochial Church Council of Holy Trinity Church Wavertree is our official charity name as recorded by HMRC. It is the financial and administrative body for our Church.

### **3. How do we process your personal data?**

The Parochial Church Council of Holy Trinity Church Wavertree complies with its obligations as a data controller 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; and
- ensuring that appropriate technical measures are in place to protect personal data.

### **4. Why do we process your personal data?**

We use your personal data for the following purposes:

- To deliver our charitable aims which are to promote, facilitate and assist the work and purposes of the Church for the advancement of the Christian faith in the Parish of Holy Trinity in Wavertree and elsewhere and to provide a voluntary service for the benefit of the public;
- To administer records of clergy, laity, officers, employees, volunteers and committees;
- To fundraise and promote the interests of our church and our charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To carry out comprehensive safeguarding procedures and checks in accordance with best safeguarding practice from time to time;
- To inform you of news, events, activities, training and services running either within the Parish or further afield that are relevant to your role through mailings (by email and/or hard copy), and the Weekly Parish Bulletin (our free subscription email service managed through GDPR compliant MailChimp from which you can unsubscribe at any time).

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

Most processing is necessary for our legitimate interests or the legitimate interests of a third party (such as the Diocese of Liverpool or another Church of England organisation).

We also process data to enable us to meet our legal, contractual and statutory obligations. Examples would be to operate our payroll function or to undertake disclosure and barring checks or to process your gift aid donations;

We can process information about your religious beliefs where that processing relates 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. In all other instances your explicit consent will be obtained.

### ***6. Sharing your personal data***

Your personal data will be treated as confidential. We sometimes need to share the data we process with you and also with others. It will only be shared with third parties where it is necessary for the performance of our work or with your prior consent. We may need to share your data with some or all of the following:

- Our agents, servants and contractors.
- Diocesan officers, bishops, archdeacons, officeholders and other clergy or lay persons nominated or licensed to support the mission of the Church of England.
- Other persons or organisations operating within the Parish (such as other Churches in the Deanery);
- Local and central government
- Statutory undertakers such as utility companies in respect of supplies of energy to a property.

### ***7. How long do we keep your personal data?***

We will keep some records permanently (such as minutes of our Parochial Church Council meetings) or for an extended period of time if we are legally required to do so. For example HMRC require us to retain financial records for a minimum of seven years. We aim to keep data only for as long as is necessary and we may delete it when it is no longer needed.

### ***8. 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 we hold about you;
- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time, which you can easily do by email, in writing or by telephone using the contact details below;
- The right to data portability which is to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller;

- 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 Information Commissioners Office.

### **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy 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.

### **10. Contact Details**

To exercise all relevant rights and make queries or complaints please in the first instance contact the PCC Governance Officer Tom Kinloch ([governance@holytrinitywavertree.org.uk](mailto:governance@holytrinitywavertree.org.uk))

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