



## PRIVACY NOTICE FOR ST JOHN CASSIAN PARISH CIO, OXFORD

### 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 controllers' possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

### 2. Who are we?

This Privacy Notice is provided to you by the Parish Council of St John Cassian Parish CIO. The Parish Council work together with the incumbent of the parishes (that is, our Rector).

As the church is made up of clergy, parish councillors, together with associated lay volunteers and administrators all working together, we may need to share personal data we hold with them, so that they can carry out their responsibilities to the Church and our communities. The Parish Council and incumbent referred to above are joint data controllers (this means they decide how your personal data is processed and for what purposes). This means these are the bodies responsible for how we process your data.

In the rest of this Privacy Notice, we use the word "we" to refer to any or all of the above data controllers, as appropriate.

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

The PCCs and incumbent comply with their obligations under the GDPR and DPA 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 enable us to meet all legal and statutory obligations.
- To provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to offer services for you, such as baptisms, weddings and funerals. To pray for you during services.
- To deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the public in the parish/benefice.
- To administer records of our employees, ministers, office-holders and volunteers.
- To fundraise and promote the interests of our Church and community.
- To maintain our own accounts and records, including maintaining our membership register and a register of clergy, trustees, and volunteers for the parish, and parish registers (weddings, baptisms, funerals, charitable activities).
- To process any donations that you have made to us (including the processing of Gift Aid information).
- To seek your views or comments.

- To support communications by letter, email and telephone, including to notify you of our services, events and office-holder; to send you communications which you have requested and that may be of interest to you such as information about campaigns, appeals, other fundraising activities; to circulate meeting minutes, reports, agendas, invitations and other documents, as appropriate.
- To process a request or application for a role. We may also process your personal data as a result of identity checks required to complete DBS checks.
- Streaming services and other activities.
- Recording of attendance at training events, meetings, etc. when there is a need to do so
- To carry out safeguarding procedures in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To share your contact details, when necessary, with the Archdiocese and, as necessary, with the PCC and incumbent of St Thomas the Martyr Oxford, for the purposes of permission to use, preserve and maintain the church premises.

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

The legal basis for processing varies depending on the purpose:

- Most of our data is processed because it is necessary for our **legitimate interests**, or the legitimate interests of a third party (such as the Charity Commission, the owners of the premises we use, our accountants and legal advisors, or the Archdiocese). An example of this would be holding office-holders' personal data to support the day-to-day communications needed to run our church. We will always take into account your interests, rights and freedoms.
- Some of our processing is necessary for compliance with a **legal obligation**
- We may also process data if it is necessary for the performance of a **contract** with you, or to take steps to enter into a contract (for example, for hiring or maintaining premises).

- For other purposes we will process your data with your explicit **consent**. An example of this would be regular emails providing information about our services and activities in the parish.

#### 5. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Other clergy or lay persons nominated or licensed by the Archdiocese to support the mission of the Church in our parish and who may participate in our mission in support of our regular clergy.
- Other persons or organisations operating within the legal framework for our work, such as the Charity Commission, the independent financial auditor and accountant, legal representatives, safeguarding authorities etc.
- Our agents and contractors (such as maintenance contractors, printers, architects, web designers etc).
- On occasion, other churches or community organisations with whom we are carrying out joint events or activities.

#### 6. How long do we keep your personal data?

We keep data for no longer than necessary, in accordance with current legislation and guidance. We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete or destroy it when it is no longer needed.

Specifically, we retain register 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 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;
- The right to request that the data controllers provide you with your 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 Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

## 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 or complaints, please in the first instance contact the Parish Rector using the contact information on this website.

You can contact the Information Commissioner's 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.

*Privacy notice updated Dec 2021*