



GDPR - DATA PRIVACY NOTICE

The Church of St. Patrick, Drumbeg



St. Patrick's aim is to help people grow closer to God in love and obedience, together in caring and sharing to others in friendship and witness. This data privacy notice explains what personal data is collected by the Parish and how we use it to meet that aim.

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").

Normally the personal data we hold comes directly from you and this may include your name, contact information including postal address, phone numbers, email and other electronic means of communication such as WhatsApp or similar applications. We may also collect demographic information such as date of birth, family and financial information. Whenever we collect data from you, we will make it clear which information is required to provide you with information about parish ministries and events. You do not have to provide us with any additional information unless you choose to.

2. WHO ARE WE?

St. Patrick's Parish Church Select Vestry are the 'Charity Trustees' who are responsible and accountable for ensuring that we comply with our legal obligations and the Parish Data Protection Controller determines how and what data is used. Contact details are below. This means it decides how your personal data is processed and for what purposes.

3. HOW DO WE PROCESS YOUR PERSONAL DATA?

St. Patrick's Parish 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. We ensure that appropriate security measures are in place to protect personal data and restrict access to those who have a need to know. We train our staff and volunteers in handling information securely. We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the parish;
- To administer membership records;
- To fundraise and promote the interests of St. Patrick's Parish;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To meet our legal obligations to maintain registers of Baptisms, Marriages, Funerals and Burials.
- To inform you of news, events, activities and services running at St. Patrick's Parish;
- To share your contact details with the Down & Dromore Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese of which St. Patrick's Parish is part of and in which you may be interested.

4. WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- Explicit consent of the data subject (the data subject is the person about whom personal data is processed) so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about parish and diocesan events;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

- The processing relates only 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.

5. SHARING YOUR PERSONAL DATA

Your personal data will be treated as strictly confidential and will only be shared with other members of St. Patrick's Parish and connected church organisations who have been authorised by the church to organise/ manage ministries or events that may be of interest to you so that they can let you know what activities are available. We will not sell, lease, share or distribute your personal information to third parties unless we are required to by law or you have provided your consent.

6. HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We keep data in accordance with the guidance set out by The Information Commissioner's Office, details of which can be found at <https://ico.org.uk/> and in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England at <https://www.churchofengland.org/about/leadership-and-governance/church-commissioners>. 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 and Burials) 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 including CCTV images which St. Patrick's Parish holds about you;
- The right to request that St. Patrick's Parish corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data be erased where it is no longer necessary for St. Patrick's Parish to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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;
- The right to lodge a complaint with the Information Commissioner's Office.

8. FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set 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 **Parish Data Protection Controller** at: The Church of St. Patrick, Drum beg, 70 Drum beg Road, Belfast BT17 9LE or e-mail: mike@drumbegparish.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.