**ALBURY PCC**

**DATA PRIVACY NOTICES
Data Protection Act 2018**

***Please read the one that applies to you***

**General Data Privacy Notice 1***For adult church contacts*

**Supplemental notice for
those holding responsibility 7**

**Privacy Notice for young people 8***For those under 16*

**GENERAL PRIVACY NOTICE**

**From Albury Parochial Church Council**

**This notice contains information we have to give you as part of our obligation to deal properly with your personal information under data protection law.**

**1. Who are we?**

Albury Parochial Church Council (‘the PCC’) is the body that oversees Albury and Farley Green churches, with the Minister. Most members of the PCC are elected by members of the church. It is the ‘data controller’ for your personal information. This means it decides how your information is used and for what purposes.

The PCC works together with the PCC’s of other parishes in the United Benefice of Shere, Albury and Chilworth, and with the Rector as Incumbent. This notice is given on behalf of all of them, where relevant.

**2. Your ‘personal data’ – what is it and what is ‘processing’?**

‘Personal data’ is information about a living person who can be identified from it, or by putting it together with other information we might get. The processing of personal data is governed by the Data Protection Act 2018 (which this note calls ‘the Act’) In this notice we will generally call data ‘information’.

Broadly, ‘processing’ means collecting and using data.

**3. What information do we have?**

We do not seek out lots of information about people. But any of the information listed below might reach us in our work as a local church:

* + Names, titles, and photographs.
	+ Contact details.
	+ Your gender, age, date of birth or marital status.
	+ Your occupation or any special skills or interests.
	+ You might give us financial identifiers such as bank account numbers, payment card numbers, or other such information when you make donations or pay for activities.
	+ If we install CCTV for security purposes, your image might be recorded.
	+ For some activities such as youth clubs, accident reporting, etc. we need to record information about mental and physical health, including details of injuries, medication, and treatment received.
	+ For safeguarding and welfare purposes we might have to receive information about criminal records, fines and other similar judicial records.

All the personal information we process is likely to be what the Act calls ‘special category data’, which is subject to a higher level of control, because the fact that we, as a church, process your data at all might be connected with your religious beliefs. Some information under the last two bullet points might fall within other types of ‘special category data’.

**4. How do we process your personal data?**

Under the Act, we must keep personal information up to date; store and destroy it securely; avoid collecting or retaining excessive amounts of personal information; and protect personal information from loss, misuse, unauthorised access and disclosure.

We might use your personal information, and share it within the United Benefice of Shere, Albury and Chilworth, for the following purposes: -

* So that we can meet legal obligations
* To arrange our normal ministry/activities/pastoral care as a church, including meetings and events;
* To tell you about news, events, activities or services which we run, or which we think might interest you (we will **not** pass your details to other bodies running events unless we have your permission)
* To keep church and benefice records
* To ask your opinion on matters affecting church or local life
* To follow safeguarding procedures under national and Diocesan policies, for the protection of young people and vulnerable adults
* To carry out our accounting, financial, and gift aid administration;
* To give you information about fundraising and donations
* To manage our employees and volunteers.

If you have a particular responsibility within the church, we might need to use your data in some additional ways. Details of these can be found on the sheet headed ‘*Extra information for those in positions of responsibility*.’

**5. What gives us the right to use your personal information?**

* We are allowed to use personal information because we need to for our legitimate interests, or the legitimate interests of a third party. For example, essential administration, safeguarding, and core roles such as arranging services and giving pastoral care.
* We are allowed to use information to comply with a legal obligation. (For example, we must draw up and publish the church electoral roll.) We can also use personal information if it is necessary to carry out a contract, or to enter into a contract.
* We can use personal information for our official legal functions, such as conducting marriages, or to carry out a legal task in the public interest.
* As a not-for-profit body with a religious aim, we are allowed to process data relating solely to members or former members, or to people who have regular contact with us as a church, provided we do not share it outside the organisation without consent. This would cover, for example, creating contact lists to assist church members and leaders.
* In exceptional cases we can use personal information where it is necessary to protect someone’s life.
* If we want to use your information for a purpose not listed above, we will get your consent.

**6. Sharing your information**

We will treat your personal information as strictly confidential. Within the church and benefice, we will normally share it only with people carrying out roles or tasks that require them to use it. It will only be shared outside the united benefice where it is legally required, or for an essential legitimate purpose, or where you first give us your consent.

**7. How long do we keep your personal information?**

We must keep some records permanently – for example, parish registers.

We may keep some other records for an extended period. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits.

In general, we will try to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

**8. Your rights**

Subject to any exceptions in the Act,you have the following rights in relation to your personal data. We may need to verify your identity before you can exercise these rights.

1. The right to find out what information we hold about you – you can contact us to request the information we have, and why we have it, who has access to it, and where we got it from. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update your information. If it is out of date, incomplete or incorrect, you can inform us, and your data will be updated.
3. The right to ask that your information be deleted, if you feel that we should no longer be using it or that we are using it illegally. When we receive your request, we will either confirm that the data has been deleted or tell you our legitimate reason for holding it.
4. The right at any time to withdraw any consent you gave us to hold and use your data. You can withdraw your consent by telephone, email, or post (contact details under heading 11 below).
5. The right to request that we transfer some of your data to another controller. We will comply with your request, if that is feasible, within one month of receiving it.
6. The right to request a restriction on further processing, where there is a dispute in relation to the accuracy or processing of your personal data
7. The right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply, or if we have legitimate grounds to continue to process your data.
8. The right to lodge a complaint with the Information Commissioner’s Office (contact details under heading 11 below)

**9. Transfer of Information Abroad**

Any electronic personal data transferred abroad will only be placed on systems that give equivalent protection of personal rights.

Our website is accessible from overseas, so if your details are to appear on it (for example as a contact for a particular purpose), your consent will be sought.

**10. What happens if we want to do something else with your information?**

If we want to use your personal data for a new purpose, not covered by this Notice, then we will give you a new notice before starting the processing. We will tell you what we want it for and the conditions that apply. Where we need your consent, we will ask for it before using your data.

**11. Contact Details**

Please contact us if you have any questions or complaints about this Privacy Notice or the information we hold about you, or to exercise your rights, at:

Email: wardens@alburychurches.org

Or the Resident Minister, Albury Vicarage, The Forge, The Street, Albury, Guildford, Surrey GU5 9AG (07887 360 061)

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 SUPPLEMENT**

**Extra information for those in positions of responsibility**

**Albury Parochial Church Council**

**This notice is for everyone who exercises a particular responsibility or holds office for Albury churches.**

**All the information in the main ‘General Privacy Notice’ applies, but we might need to hold some additional personal data and process it for more purposes. Details are given below.**

**1. Additional kinds of personal information we might hold or use**

* Personal information needed for official or management reasons, including emergency contact information, licences and certificates you hold, passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, employee identification numbers, tax references, and national insurance numbers.
* Information that arises as you carry out your work or ministry, for example entries in visitor or accident logs, information about injuries and insurance claims, and any other personal information received as a result of you being appointed to or carrying out your role.

**2. Additional ways we might process your personal information**

We might use your personal information, and share it, for the following purposes:

* To authorise or facilitate responsibilities you might undertake, or our own care towards you
* To assist our deanery, archdeaconry or diocese with proper administration and records
* To apply for a grant or handle an application for a role;
* To manage our staff and volunteers properly and lawfully

We may need to process some ‘special category’ (sensitive) personal data for additional purposes, including

information about your health, in order to monitor sick leave and take decisions as to your fitness for work;

any information we must use to comply with legal obligations to third parties.

**GENERAL PRIVACY NOTICE FOR YOUNG PEOPLE**

**From Albury Parochial Church Council**

**This notice is for young people up to 16 years old.**

**1. Who are we?**

Albury Parochial Church Council (‘the PCC’) looks after Albury and Farley Green churches, with the Minister. It is the ‘data controller’ for information we have about you. This means it decides how your information is dealt with, and why.

We work with other parishes in the United Benefice of Shere, Albury and Chilworth, and with the Rector. They will also follow these requirements.

**2. Your ‘personal data’ – what is it and what is ‘processing’?**

‘Personal data’ is information about somebody alive, who can be identified from it – either just from that information, or by adding other information we have or are likely to get. In this notice we will usually call data ‘information’.

When we ‘process‘ this information we have to obey the Data Protection Act 2018 (which this note calls ‘the Act’). ‘Processing’ means collecting and using information. One requirement is that we tell you the facts in this Notice.

**3. What information might we have about you?**

We do not seek out lots of information about people. But any of the information listed below might reach us in our work as a local church:

* + Names and photographs
	+ Contact details
	+ Your gender, age, date of birth, and school
	+ If we install CCTV for security purposes, we might have pictures of you
	+ For some activities we run, we might need to know about your mental and physical health, including details of injuries, medication, and treatment received.
	+ To keep people safe, we might have to know about crimes committed and similar information

All the information we have is likely to be ‘special category data’, which is controlled more strictly, because we hold it as a church and therefore it might be connected with your or your family’s religious beliefs.

**4. What do we do with this information?**

First, we will make sure it’s not out of date; we will keep it secure; and we will not keep more information about you than we need.

We might use the information, and share it within the United Benefice of Shere, Albury and Chilworth, for the following purposes: -

* So that we can obey the law
* To look after people properly
* To arrange meetings or events;
* To tell you about news, events, activities or services which we run, or which we think might interest you (we will not pass your details to other people running events unless we have your permission)
* To carry on our activities as a church in the community
* To keep our records and accounts, and internal contact lists
* To contact you and ask your opinion
* To follow proper safeguarding procedures to keep safe young people and vulnerable adults
* To manage our employees and volunteers.

**5. What gives us the right to use your personal information?**

* We are allowed to use personal information because we need it for our proper and reasonable activities – in our ‘legitimate interests’, or the legitimate interests of a third party.
* We are also allowed to use personal information to make sure we obey the law, like when we put together the church electoral roll.
* We can use personal information to carry out a contract, or to enter into a contract.
* We are allowed to use information about our members, or people who have regular contact with us as a church, for our own internal lists and documents. We must not share it outside the organisation without permission.
* Very rarely, we might have to use or share information to protect someone’s life, such as for a medical need.

If we want to use your information for any other purpose, we will first get your permission.

**6. Who might know about your personal information?**

We will normally only share your information with people who need it to do a job for the church (or in the churches of Shere or Chilworth). We will not give it to anyone else unless we have to by law, or where it’s needed for an essential legitimate purpose, or where you first give permission.

**7. How long do we keep your information?**

We must keep some records permanently – for example, parish registers.

In general, we will try to keep data only for as long as we need it. This means that we may delete it when it is no longer needed. How long this is will depend on what we need it for.

**8. Your rights**

The law gives you these rights over your information. We may need to make sure we know it is truly you before you can exercise these rights.

1. You can contact us to ask what information we have about you, as well as why we have it, who can find out about it, and where we got the information from.
2. You can ask us to correct and update the information we hold on you, if it is out of date, incomplete or wrong.
3. You can ask us to delete the information, if you feel that we should no longer be using it or that we are using it illegally. If you ask this, we will either tell you that the data has been deleted or that we have a legitimate reason for continuing to hold it.
4. You can at any time take back permission you gave to use or store your information. You can do this by telephone, email, or by post (contact details under heading 11 below).
5. You can ask us to transfer some of your information to another organisation. We will do that, if possible, within one month.
6. You can ask to restrict how we use your information, where you disagree that it’s correct or with the way it is being used.
7. You can ask us to stop processing your information. If you do this, we will let you know if we can stop, or if we have legitimate grounds to carry on.
8. You can lodge a complaint with the Information Commissioner’s Office (contact details under heading 11 below).

**9. Sending information abroad**

We won’t send your information out of the United Kingdom (for example, to keep in someone’s store or computer system) unless it is as safe as it is here.

**10. What happens if we want to use your information in other ways?**

If we want to use your information for anything we haven’t told you about, then we will give you a new notice like this one telling you the changes. We will ask your permission beforehand, if we need it.

**11. Contact Details**

Please contact us if you have any questions or complaints about this Privacy Notice or the information we hold about you, or to exercise your rights, at:

Email: wardens@alburychurches.org

Or the Resident Minister, Albury Vicarage, The Forge, The Street, Albury, Guildford, Surrey GU5 9AG (07887 360 061)

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.