



Data Privacy Notice

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").

Who are we?

The Trinity Church Buxton ("TCB") Church Council ("CC") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The CC 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 provide pastoral care to our parishioners
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- To administer membership records
- To fundraise and promote the interests of the church
- To manage our employees and volunteers
- To maintain our own accounts and records.
- To operate the TCB website and deliver the services that individuals have requested
- To inform individuals of news, events, activities or services running at TCB
- To process gift aid applications and giving to TCB
- Safeguarding records, DBS clearance and training
- To produce mailing lists and the Trinity Directory
- To enable us to act sufficiently well in *loco parentis* for those under 18

What is the legal basis for processing your personal data?

Article 6 processing

The lawful bases under which TCB will collect and process your data are:

'Legitimate interests'

This means that we will only use your personal data in a way which you would reasonably expect from us as a church, for example establishing and maintaining membership; administration or information provision regarding our groups and activities.

'Consent'

Asking for consent:

- We will ask you to positively opt-in to allowing us to use your personal data
- We will specify why we want your personal data and what we've going to do with it

Recording consent:

- We will keep accurate records of when you gave us your consent to process your personal data

Managing consent:

- We will regularly review our consents to check that the purposes for which we process your data has not changed
- We have processes in place to refresh consent at appropriate intervals, including any parental consents
- You can withdraw your consent at any time by contacting the Church Administrator
- We act on withdrawals of consent as soon as we can.
- We don't penalise individuals who wish to withdraw consent

Personal data which reveals religious belief is classed as sensitive personal data under the GDPR.

Article 9 Processing

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation **shall be prohibited**.

2. Paragraph 1 shall not apply if one of the following applies:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(d) processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with those in official capacities at TCB (for example, the staff, the CC or the finance team). We will only share your data with third parties outside of the church with your consent.

How long do we keep your personal data

We keep your personal data for no longer than reasonably necessary and we only retain your data for:

- the purpose of keeping records and information current and up-to-date
- the purpose of safeguarding
- the purpose of any future legal claims/complaints.

We retain your personal data for the periods of time suggested by the Diocese, charity law or our Safeguarding policy.

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 the CC holds about you
- The right to request that the CC 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 CC to retain such data
- The right to withdraw your consent to the processing at any time

- The right to request that the data controller provide the data subject with his/her 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
- The right to lodge a complaint with the Information Commissioners Office

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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the The Church Administrator, Trinity Church Buxton, Hardwick Mount, Buxton. SK17 6PR.

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.