



St Thomas a Becket Church Ramsey

GDPR Policy for Personal Data

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").

2. Who are we?

The PCC of St. Thomas a Becket Church, Ramsey is the data controller. This means it decides how your personal data is processed and for what purpose. For administrative purposes, the PCC appoint individuals who are trained to handle data to comply with GDPR regulations – usually the incumbent.

3. How do we process your personal data?

The PCC of St Thomas a Becket, Ramsey, 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area of Ramsey;
- To manage public registers in order to prepare for and to also follow up on pastoral services;
- To administer communication with members of our Electoral Roll;
- To maintain our own accounts and records including the processing of Gift Aid applications;
- To provide information of news, events, activities, and services at St Thomas a Becket Church, Ramsey.
- To inform the Diocese of Ely in some cases where there is a need for the diocese of Ely to keep records of Life Events
- To fund raise and promote the interests of the charity
- To manage volunteers and employees

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

Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.

Processing is necessary for carrying out legal obligations in relation to Gift Aid, donations, the Generous Giving Scheme or underemployment, 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);
- 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 for purposes connected with the church. We will only share your data with third parties outside of the parish with



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your consent EXCEPT when there is a safeguarding issue.

6. How long do we keep your personal data? We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link]. 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) permanently.

Electronic data is stored on password protected computers and paper-based data in a locked cupboard in the secure clergy vestry. Data sheets for each group will be kept in a locked drawer in the clergy vestry of the scout hut. The church administrator should be notified of any changes so that sheets are kept up to date. For events away from church leaders may take paper copies of appropriate contact details for emergencies and this must be shredded on return.

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 St Thomas a Becket Church, Ramsey, holds about you;
- The right to request that the PCC of St Thomas a Becket Church, Ramsey, 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 the PCC of St Thomas a Becket Church, Ramsey 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) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.*]
- 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) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact office@ramseysandupwood.org

[1] Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

Each person who works within this church community will agree to abide by this statement and the guidelines established by this church.



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This policy was agreed by PCC on

Review will be annually

Signed by:

Chair of PCC