

ST SWITHINS

LINCOLN

PRIVACY NOTICE

At St. Swithin's we are committed to protecting and respecting your privacy.

This notice explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others, how we keep it secure and your rights regarding the use of your personal data.

We aim to respect and protect your privacy by;

- only collecting and retaining such data as is required to fulfil our mission,
- keeping your personal data up to date,
- storing and destroying it securely,
- protecting personal data from loss, misuse, unauthorised access and disclosure,
- ensuring our third party processors have suitable Privacy Policies, and
- ensuring that appropriate technical measures are in place to protect personal data.

We believe that children, whilst having the same rights to privacy as adults, merit specific protection. Where consent is required, and you are aged 16 or under, we will require the consent of whoever holds parental responsibility for you.

1. Your personal data – what is it?

'Personal data' is any information relating to an identifiable, living person who can be directly or indirectly identified by reference to that data.

2. Who are we?

We are St. Swithin's Church, Lincoln. Our mission is to help people encounter the LOVE of God, learn to LIVE more like Jesus and to GO in the power of the Spirit to see lives and communities transformed. We are a registered charity and our charity number is 1162338.

3. How do we process your personal data?

We process your personal data for the following purposes: -

- To enable us to provide appropriate voluntary services for the benefit of the congregation and public across the City of Lincoln as specified in our Mission statement;
- To administer Life Groups, events and Courses;
- To fundraise and promote the interests of St. Swithin's;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St. Swithin's;
- To share personal details of office holders with the Diocese as required by the Church of England Law.

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

- Consent – we require your explicit consent to process your data so that we can keep you informed about church related news, events, activities and services.
- Legal – we have legal obligations under European law to the UK Government, the Church, employment and social security and social protection law to process your personal data. For example, to process gift aid donations, pay and support our staff, maintain the electoral role and births, deaths and marriages registers, and to safe guard children and vulnerable adults.
- Contract – we also need to process your personal data every time we agree to offer a service, such as pastoral support, arranged events and recruiting staff and volunteers for various roles.
- Processing is also carried out by various third-party platforms in order to communicate with you or securely store your personal data, for example Mailchimp, Eventbrite and Churchsuite.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish in accordance with one or other of the lawful bases stated in 4. above.

6. How long do we keep your personal data¹?

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 for a minimum of three years or 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 be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR, and our Privacy Policy (this document) aims to satisfy this requirement;
- The right to request a copy of your personal data;
- The right to request that we rectify (correct or complete) any personal data once it is found to be inaccurate, incomplete or out of date;
- The right to request your personal data is erased where it is no longer necessary legally or contractually for us to retain such data, or where the lawful basis is Consent and you wish to withdraw your consent;
- You have the right to restrict the processing of your personal data, rather than full erasure, whilst the accuracy of the data is checked and verified to your satisfaction, or where you dispute the lawful basis given for processing your data. The right to restrict is distinct from the right to rectification, however, as a matter of good practice we will automatically restrict the use of your personal data whilst you are considering its accuracy or the legitimate grounds for processing the personal data in question;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller where applicable, (known as the right to data portability), [*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 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. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy 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 of complaints please in the first instance contact the PCC Secretary at St. Swithin's Lincoln, the Salthouse, Free School Lane, Lincoln, LN2 1EY or email hello@stswithins.org.uk

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.

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>