

THE PARISH ⊕ ST LEONARD HYTHE

Data Privacy Notice

The Parochial Church Council (PCC) of St Leonard, Hythe

'We aim to be an ever-more welcoming, inclusive, and caring Christian community that reaches out to all, thankful to God who draws us together and gives us life in all its fullness.'

This Privacy Notice is provided by the PCC of St Leonard, Hythe, to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is: The PCC of St Leonard, Hythe

PCC St Leonard, Hythe

The Vicarage, Oak Walk, Hythe CT21 5DN

administrator@slhythe.com

01303 266217

www.slhk.org

For more information, please go to: www.slhk.org

1. Why we collect and use your personal data?

The PCC of St Leonard, Hythe, 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 as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- 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 in the parish of St Leonard, Hythe;
- To share your contact details with the 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 and in which you may be interested.

2. What is the lawful 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 process your gift aid donations and keep you informed about 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.

3. Where have we collected your data from?

- You
- The Diocese of Canterbury
- A funeral director with whom we are working (e.g. Chittendens, W.J. Farrier & Son, Sterry Funeral Service, Hambrook & Johns)
- Hythe Methodist Church

5. Sharing personal data (if you share that data with another church body or external organisation, you should list who you have shared it with).

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 with your consent.

5. How long do we keep data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

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.

6. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the PCC of St Leonard, Hythe, holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the PCC 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 Leonard, Hythe, to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

7. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Parish Administrator at administrator@slhythe.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email [Contact us - public | ICO](#)

[Data protection and personal information complaints tool | ICO](#)

Signed: _____

Date: _____