



# Morpeth Parish

St James the Great + St Mary the Virgin + St Aidan

**Morpeth Parish supports wholeheartedly TOWARDS A SAFER CHURCH**

[www.newcastle.anglican.org/safeguarding](http://www.newcastle.anglican.org/safeguarding)

## **DATA PRIVACY NOTICE 2022/23**

**The Parochial Church Council of the Parish of Morpeth (“the PCC”)**

**This notice is for all members and former members of the Parish of Morpeth, Church volunteers and people who take part in our activities or use services provided by the Church now or in the past including people who are not members and sole traders who do work for the Church. It is intended to make it easier for individuals to find out how and why the PCC holds and uses their personal data which it needs to support its mission and the growth of the Church in the Parish of Morpeth.**

### **1. Your personal data – what is it?**

**Personal data is any information about a living individual who can be identified either from that information alone or from that information 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 Data Protection Act 2018, the UK General Data Protection Regulations (“the GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998. Personal data includes names, addresses (including email addresses), organised written records (which can be described as part of a filing system), videos and photographs.**

### **2. Who are we?**

**The PCC, who are the data controller for our Parish (contact details below), and this means we decide how your personal data is processed and for what purpose.**

### **3. How do we process your personal data and for what purposes?**

**We (the PCC) comply with our 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 administer membership records including our electoral role;**
- To fundraise and promote the interests of our parish;**

- To recruit, induct, support and manage our employees and volunteers including dealing with disciplinary and grievance issues;
- To maintain our own accounts and records including the processing of gift aid and grant applications and dealing with contractors and suppliers;
- To inform you of news, events, activities and services running in our parish;
- To maintain a pastoral link of members within the parish and provide pastoral support to members and others connected with our Parish;
- 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;
- To comply with legal requirements e.g., in relation to our Church premises; health and safety matters; the safeguarding of children, young people and vulnerable adults; the election of Church officers, trustees etc.; charity and employment law and other legislation;
- To comply with the policies of the Church of England, the Diocese of Newcastle and the PCC;
- To provide voluntary services to our congregation, our Parish and wider community in line with our charitable objectives including operating the Morpeth Parish website *and, from time to time, contacting members and others connected with our Parish via surveys e.g., to ascertain their opinions about Church services and other activities within the parish.*

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

Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the UK GDPR, is met:

- a) the processing is necessary for a contract with the data subject – e.g., with an employee or contractor/supplier or in connection with a Lease or hiring agreement of Church premises;
- b) the processing is necessary for us to comply with a legal obligation (other than a contractual obligation) – e.g., in relation to health & safety, safeguarding, administering gift aid, employment and charity law;
- c) the processing is necessary to protect someone’s life (this is called “vital interests”);
- d) the processing is necessary for us to perform a task in the public interest and the task has a clear basis in law;
- e) the processing is necessary for legitimate interests pursued by us, the PCC, (unless they are overridden by the interests, rights and freedoms of the data subject) – e.g., for processing fundraising and stewardship communications (other than via email, text or to a TPS registered phone number), the general administration of Church groups including rotas, and for promoting the Gospel of Christ including the provision of services to our congregation, our parish and the wider community in line with our charitable objects;

- f) if none of the above legal conditions apply, the processing will only be lawful if the data subject has given their clear and explicit consent. Your consent will be sought to enable us to contact you with information about news, events, activities and services in our parish and to share your contact details with the Diocese of Newcastle so that they can keep you informed about Diocesan events (see our Data Consent Form on the Morpeth Parish web site [www.parihofmorpeth.org.uk](http://www.parihofmorpeth.org.uk)).

### Special Category Data

We process the following types of “special category data”

#### Health

We process this on the basis of legal compliance (safeguarding, health & safety) and that processing is necessary to meet our legal obligations in the field of employment, social security or social protection – see GDPR Article 9(2)(b)

For example, if you take part in activities like Junior Church or youth activities, we ask your parents about your health and medical needs; if you have an accident, we fill in an accident report.

#### Religious opinions or belief

We sometimes process this on the basis of legitimate interest and that you have made the data manifestly public, for example by joining the Church electoral role or by being confirmed – see GDPR Article 9 (2)(a).

We sometimes process this on the basis of legitimate interest and that we are a not-for-profit body with a religious aim where processing relates only to members or former members (or those who have regular contact with us in connection with those purposes) and there is no disclosure to a third party without consent – see GDPR Article 9(2)(d).

For example, if you sign up for an Alpha course.

More information about “special category data” including the full text of Article 9(2) can be found on the Information Commissioner’s website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection--regulations-gdpr/lawful-basis-for-processing/special-category-data/>

### 5. Sharing your personal data

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

### 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 -

(<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>)

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.

## 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 the PCC of the Parish of Morpeth holds about you;
- The right to request that the PCC of the Parish of Morpeth corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for the PCC of the Parish of Morpeth to retain such data;
- The right to withdraw your consent to the processing at any time (where consent is relied on by us for processing your personal data);
- The right to request that the data controller provide you with your personal data and where possible to transmit that data directly to another data controller (known as the right to data portability, where applicable (This only applies where the processing is based on consent or is necessary for the performance of a contract with you 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 that a restriction is placed on further processing;
- The right to object to the processing of personal data where applicable (this only applies where processing is based on legitimate interests or the performance of a task in the public interest/exercise of official authority or direct marketing and processing for the purpose of scientific/historical research and statistics);
- The right to lodge a complaint with the Information Commissioners Office.

**Note** - children have the same rights as adults and if a child is not old enough to exercise their rights on their own behalf or to understand the information, a parent or guardian can do this for them.

## 8. 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 processing.

## **9. Contact details**

**To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Chair, the Revd. Simon White tel. 01670 517716 or the Parish Administrator, Parish Office, St Aidan's Church, Morpeth tel. 01670 50332.**

**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.**