



## DATA PRIVACY NOTICE

### The Parochial Church Councils (PCC) of the Parish of Alexandra Park Privacy Notice

This Privacy Notice is provided by the PCC of the Parish of Alexandra Park 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 Parochial Church Council of the Parish of Alexandra Park, St Andrew's Church, Alexandra Park Road, London, N10 2DD. Email: [office@alexandrapark.org](mailto:office@alexandrapark.org) Tel: +44(0) 20 8444 6898.

For more information, please go to: [www.alexandrapark.org](http://www.alexandrapark.org)

The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

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#### Why we collect and use your personal data?

We use personal data for the following purposes

- To inform you of news and information about events, activities, and services within the PCC of the Parish of Alexandra Park, St Andrew's Church in the Diocese of London.
- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).
- To carry out comprehensive safeguarding procedures (including due diligence and complaint handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are ill or bereaved) and to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals.
- To deliver the Church's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller.
- To administer to the parish, deanery, archdeaconry and diocesan membership records.
- To fundraise and promote the interests of the Church and charity.
- To maintain our own accounts and records.
- To process a donation that you have made (including Gift Aid information).
- To see your views and comments.
- To notify you of changes to our services, events and role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities.
- To process a grant or application for a role.



- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area.
- To manage our employees and volunteers.

### **The lawful basis for processing your personal data**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

### **Sharing personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers.
- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of London to support the mission of the Church in our parish. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's permissions may participate in our mission in support of our regular clergy.
- Other persons or organisations operating within the Diocese of London.
- On occasion, other churches with which we are carrying our joint events or activities.

### **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](#). We keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 7 years to support HMRC audits. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.



## 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 Parochial Church Council of the Parish of Alexandra Park 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 Parochial Church Council of the Parish of Alexandra Park 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.

## Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection or personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## Further Processing

If we wish to use your personal data for a new purpose, not covered by this 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.

## Concerns and/or complaints

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Parish Administrator via [office@alexandrapark.org](mailto:office@alexandrapark.org) or via the contact details above.

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](#)