



**Holy Trinity Church  
Lytham Road  
Freckleton  
PR4 1AA**



**The Vicar and Parochial Church Council (PCC)  
of Holy Trinity Freckleton**

## **Data privacy notice**

### **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 Vicar and PCC of Holy Trinity are each individually and collectively the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The Vicar and PCC of Holy Trinity comply with their 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 provide pastoral care to parishioners;
- 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 (the PCC);
- 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 Holy Trinity;
- 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.



[www.freckletonparishchurch.org.uk](http://www.freckletonparishchurch.org.uk)

[holytrinitychurchfreckleton](https://www.instagram.com/holytrinitychurchfreckleton)



[holytrinitychurchfreckleton](https://www.facebook.com/holytrinitychurchfreckleton)

[@holytrinityfrec](https://twitter.com/holytrinityfrec)

#### **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 the performance of a contract with the data subject or to take steps to enter into a contract to hire any of our church premises.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or Charity Commission Regulations, or 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.
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes.

#### **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 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.

Specifically, we retain data as follows:

Gift Aid declarations	Six complete calendar years after last gift aid claimed on the declaration
List of names for envelope giving scheme	While current
Electoral roll	While current
Rotas	While current
Notice sheet / parish magazine / Friends of Holy Trinity circulation lists	While current
Actual notice sheets	While current
Minutes of meetings	Permanent
Sunday School, Yurch and Mothers' Union registers; contact list for servers and acolytes	In compliance with Safeguarding legislation
Church attendance for school application records	10 years
Baptism records	<ul style="list-style-type: none"> <li>• Application forms – while current</li> <li>• Registers – permanent</li> </ul>
Wedding & banns records	<ul style="list-style-type: none"> <li>• Application forms – while current</li> <li>• Registers – permanent</li> </ul>
Next of kin of deceased	While current
User groups' and hirers' details	While current
Keyholder list at each church	While current

## 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 Vicar or PCC of Holy Trinity holds about you;
- The right to request that the Vicar or PCC of Holy Trinity 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 Vicar or PCC of Holy Trinity to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioner's Office.

## 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 new processing.

## **9. Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary / Vicar at The Vicarage, 11 Church Road, Warton, PR4 1BD

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.



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**Data consent form**

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name .....  
 Address .....  
 E-mail address .....  
 Phone number .....

By signing this form, you are confirming that you are consenting to the Vicar and PCC of Holy Trinity Freckleton holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

I consent to the church contacting me by  post  phone  email.

- To keep me informed about news, events, activities and services at Holy Trinity (*note you can unsubscribe from the church email circulations at any time*);
- To including my details in the 'Parish Contact List', which is circulated to clergy, and church and parish officers (e.g. treasurers, wardens, etc).
- To share my contact details with the Blackburn Diocese so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role I am undertaking.

Signed ..... Date: .....

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data (so, for example, we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Vicar at The Vicarage, 11 Church Road, Warton PR4 1BD. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.



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