

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Ascension Church, Bath

We value everyone who engages with us by whatever means,
and we do all we can fully to protect your privacy
and to make sure the personal data you provide us is kept safe.

This Privacy Notice is designed to comply with
the General Data Protection Regulation (GDPR) and is issued in the interests
of transparency over how we use ("Process") the Personal Data we collect.

This Privacy Notice is also available on our web-site www.ascensionbath.org.uk

We treat all our supporters, church family members and contacts in line
with our Christian values and ethos and we welcome any feedback about any of our actions.

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 Parochial Church Council (the PCC) of Ascension Church, Bath is the data controller (contact details below). This means the PCC is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of Ascension Church, Bath 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 service for the benefit of worshippers and the public more generally in our Church of England Parish, but also beyond those geographical limits where contact is made
- To administer records of regular worshippers and those in contact with us pastorally for a variety of reasons, or for specific purposes such as for Baptisms, Weddings, Funerals.
- To fundraise and promote the interests of the Ascension Church as a charity
- To manage our employees and volunteers
- To maintain our own financial accounts (including the processing of gift aid applications) and other records;
- To inform you of news, events, activities and services taking place at Ascension Church
- To pass on information from third parties to you: we collect information from third parties that may be of interest to you but do not pass on your data to third parties without separate specific consent (if you do give such consent from time to time you may wish to check their privacy policy to find out more information on how they will process your data.)
- Sensitive Personal Data: Where you provide the information, we may collect Sensitive Personal Data, which includes your religious beliefs, or your physical or mental health. Such information is collected because it is helpful to properly conduct our ministry as a Church of England Parish Church

- Information from social media: We may collect information that you make available on social media, for example, Facebook. You may wish to check their privacy policies to find out more about how they will process your data.
- To ask for your financial support, and non-financial support such as volunteering or prayer.
- Keep records of your relationship with us e.g. questions you have asked or suggestions or complaints you have made.
- To analyse data e.g. regarding age profile, geographic location, individual interests, financial contribution etc.

4. Applying for a job or volunteering with us

Where you provide personal data and sensitive personal data when applying for a job with us ('a job' includes both employed and volunteer roles), such as the information on your CV we will process, store and disclose the personal data we collect to:

- Support the recruitment process.
- Enable you to submit your CV, apply online for jobs, or alert you to opportunities that may interest you.
- Provide relevant information for job description.
- Answer any questions you may have about the job role.
- Use third parties, when required, to provide services such as references, qualifications, criminal referencing, checking services, and verification of information you have provided (for instance the Disclosure and Barring Service, Passport Office, or previous employers)
- Where you provide personal or sensitive personal data, such as religious beliefs, dietary, mobility requirements or health and medical information to work with us we will store, process and disclose the personal information we collect to: deliver the job opportunity, including the disclosure of sensitive data, including where necessary to our own safeguarding officer and any partner management team(s) involved in setting up the job
- Answer any questions or feedback you may have.
- Support the recruitment process where a Christian commitment is necessary for the role.

5. Taking part in an event organized by a 3rd party, or travelling on a trip with us

Where you provide personal data and sensitive personal data to attend an event organized by a third party organization, or to travel on a trip with us (an 'event'), such as the information on your application form, we will store and disclose the personal data we collect to:

- Support the participation process in the event.
- Provide you with relevant information for the event.
- Answer any questions you may have about the event
- Where you provide personal or sensitive personal data, such as religious beliefs, dietary, mobility requirements or health and medical information for the event we will store, process and disclose the personal information we collect to: deliver the opportunity to attend the event, including the disclosure of sensitive data, including where necessary to our own safeguarding officer and any partner management team(s) involved in setting up the event (for example a Parish Weekend, or attendance at New Wine)
- Answer any questions or feedback you may have.

6. How we treat children and vulnerable persons

Children aged under 13 years: We do not actively seek to collect children's data. If at any time we do create any materials which may lead to someone aged under 13 years providing their details, our policy is to seek prior and separate permission from the child's parents/guardians to give us such personal information, or to use or store it.

Vulnerable adults: We recognise the importance of identifying and supporting those in contact with us, be they regular worshippers or not who are in vulnerable circumstances. Staff and volunteers who send or respond to emails, mailings, or calls are trained to be aware of and to identify signs of vulnerable circumstances and to deal with the contact appropriately in accordance with our safeguarding policy. Personal information will be recorded so that we may respond appropriately in future, e.g. by no longer making calls, or by ceasing fundraising requests.

7. What is the legal basis for processing or sharing your personal data?

- Your explicit consent to hold and use your data for the purposes mentioned above and in our consent form.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement (including any requirements under sections 4.)
- There is no disclosure to third parties without separate and specific consent.

8. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with people attending or working with the church on a 'need to know' basis in order to carry out the work of the church (such as those running teams for worship or events)

Otherwise we will only share your data as set out in section 7.

9. 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 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 as required by law.

10. Your rights and your personal data and telling us when things change

We fully recognise your right to have your data removed, to be forgotten, to opt out of communications, or withdraw consent, and to have a copy of your personal data. You also have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk>

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 Ascension Church, Bath holds about you;
- The right to request that the PCC of Ascension Church, Bath 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 Ascension Church, Bath to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability)

- 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
- You can change your preferences at any time about what you receive from us including how we contact you by mail, phone or email. You can do so by getting in touch with the Church Office. See contact details below.
- The right to lodge a complaint with the Information Commissioners Office.
- Credit / debit card security. We may use a third party to process donations or purchases using cards but will ask them to process your information in line with the GDPR and the Payment Card Industry Data Standard. If you use your debit or credit to donate to us, purchase something or pay for a trip, whether online, over the phone or by mail, we will process your information securely in accordance with the Payment Card Industry Standard. We do not store your debit or credit card details once your transaction has completed. All card details are securely destroyed once your donation or payment has completed. We hold bank account details for the purpose of collecting direct debits in accordance with direct debit mandate rules.

11. How safe is the personal information we hold?

We ensure that all data held is securely stored such that it can only be read by people permitted to do so. Our computer network is robustly protected from unauthorized access and is routinely monitored.

12. 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.

13. Changes to Ascension Church Bath's PCC Privacy & Security Policy

Changes to this Policy. This policy was last updated in May 2018. We may amend this policy from time to time to take account of changes to our processes or changes to data protection or other legislation. If we make any significant changes to this policy we will show this clearly on our website, in our publications or by writing to you directly. By continuing to use our website you will be deemed to have accepted these changes.

14. Feedback

We welcome feedback or questions on this policy or on any of our actions by getting in touch with our Church Administrator contact details below:

15. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the PCC Secretary or the Parish Administrator via the Church Office Ascension Church, Claude Avenue, Bath, BA2 1AG, 01225 405354, office@ascensionbath.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>