

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Cowley St John

### 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 PCC of Cowley St John, registered charity 1130349, is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. What information we collect from you:

We may collect and process the following data about you:

- a) **Information you give us.** You may give us information about you by filling in forms in person, or on [www.cowleystjohn.co.uk](http://www.cowleystjohn.co.uk) (our website), or by communicating with us by phone, e-mail or otherwise. This includes information you provide when you register to use our site, search for service or venue to hire, place a venue booking on our website, and when you report a problem with our website.

*The information you give us may include:*

- your contact information such as your name, address, e-mail address and phone number, venue booking information.
- information related to your interest and attendance of Cowley St John worship and events, information you give us by filling in forms in person.
- Information when you sign up for our newsletter and updates, and/or ask us to keep in touch with you.
- Information in relation to your venue hire or use of our services.

- b) **Information we collect about you.** When you visit our website ([www.cowleystjohn.co.uk](http://www.cowleystjohn.co.uk)) we may automatically collect the following information (termed 'usage data'):

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform.
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); artists and artworks or any other information or content you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

This usage data is processed for purposes of analysing the use of the website and services, so we can make improvements to our website and service.

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

The PCC of Cowley St John 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.

*Information you give us: 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 at Cowley St John 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 carry out our obligations arising from any contracts entered into between you and us (such as venue hire) and to provide you with the information, products and services that you request from us.

*Information we collect about you: We use your personal data for the following purposes:*

- to administer our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer.
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our website safe and secure.
- to measure or understand the effectiveness of the emails we offer to you and others, and to deliver relevant content to you.

#### **5. 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 carrying out legal obligations in relation to Gift Aid 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.

For some uses, there is a legal basis to use your personal information without your consent. This includes the following legitimate interests:

- in the performance of a contract between you and us (such as processing a venue booking) and/or taking steps, at your request, to enter into such a booking.
- in the proper administration of our charity and website.
- In the proper management of our relationships with users of our services
- In monitoring and improving our website and services.

With regards to the above, this Privacy Policy fulfils our duty to process data fairly and lawfully, by giving you explanation in the way your personal data is used, and appropriate notice.

Where you have given consent (such as signing up for our newsletter or verbally at church), we will only use your personal data in regards the purposes you have specifically given consent to.

## **6. 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.

We may share your personal data if we are under a duty to disclose or share in order to comply with a legal obligation.

## **7. How long do we keep your personal data<sup>1</sup>?**

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.

Regards the website and online venue hire, any third party we use to complete your booking (such as an online booking system) is fully GDPR compliant. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

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<sup>1</sup> 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>

## **8. 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 Cowley St John holds about you;
- The right to request that the PCC of Cowley St John 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 Cowley St John 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), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject 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 a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## **9. 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 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.

Any changes we may make to our privacy policy in the future will be posted on our website and, where appropriate, notified to you in person or by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## **10. Cookies**

Our website ([www.cowleystjohn.co.uk](http://www.cowleystjohn.co.uk)) uses cookies to distinguish you from other users of our website. This helps us to provide you with a better user experience when you browse our website and also allows us to improve our site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive.

We use cookies that are strictly necessary for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, and make a venue booking.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control.

You can choose to block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies you may not be able to access all or parts of our website.

## **11. Contact Details**

We are the Parochial Church Council of Cowley St John, registered charity 1130349. To exercise all relevant rights, queries of complaints please in the first instance contact the Parish Administrator at The Vicarage, 271 Cowley Road, OX1 2AJ, [cowleysaintjohn@btinternet.com](mailto:cowleysaintjohn@btinternet.com), 01865 792717.

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.