

DATA PRIVACY NOTICE

Parish of St. Martin's Chipping Ongar with St. Peter's Shelley PCC

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?

Parish of St. Martin's Chipping Ongar with St. Peter's Shelley PCC. This means we decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Parish of St. Martin's Chipping Ongar with St. Peter's Shelley 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 keep you informed about news, events, activities and services in the Parish of St. Martin's Chipping Ongar with St. Peter's Shelley
- To include your details in the 'Church Directory' which is available to authorised Church Members
- To share your contact details with the Diocese of Chelmsford so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking

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

You have given consent to the processing of your personal data for us to keep you informed about news, events, activities and services, include your details in the 'Church Directory' and share your contact details with the Diocese of Chelmsford

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with other parties without your permission

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in our Data Protection policy.

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 we hold about you;
- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that we provide you with the personal data we hold about you
- 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);
- The right to lodge a complaint with the Information Commissioners 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 of complaints please in the first instance contact us at info@stmartinongar.org.uk or by writing to Reverend Noelle Taylor at The Rectory, Shakletons, Ongar CM5 9AT

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.

22nd May 2018