

# DATA PRIVACY NOTICE

## The Church Council (CC) of SKC Church

### 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 CC of SKC Church (formerly the benefice of Saxmundham with Kelsale cum Carlton, Charity Registration number 1171576) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

The Suffolk Coastal Debt Centre (SCDC)<sup>1</sup> operates under the auspices of SKC Church and this policy therefore also covers data gathered by the staff and volunteers of SCDC. References to the CC and/or SKC Church therefore include SCDC.

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

The CC of SKC Church 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 voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To raise funds and promote the interests of the charity;
- To manage its employees and volunteers;
- To maintain its accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at SKC Church;
- To provide services to you, including those delivered by SCDC;
- To share, subject to your agreement, 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 which are directly relevant to you.

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

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.

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<sup>1</sup> Data collected by SCDC is stored independently and is compliant with the Policy outlined above.

- 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.

## **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. If you have given explicit consent we will add your details to the church address book (on ChurchSuite) which other church members can see. We will only share your data with third parties outside of the parish with your consent.

SCDC clients will have been given the opportunity to grant explicit consent allowing their data to be shared with specific agencies named on the SCDC-specific consent form.

## **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 [see footnote for link].<sup>2</sup>

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.

SCDC data will be retained until the client is regarded as no longer in need of support.

## **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 CC of SKC Church holds about you;
- The right to request that the CC of SKC Church 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 the CC of SKC Church 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*

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<sup>2</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>

*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 Commissioner's Office.

## **8. Further processing**

If the CC wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then it 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, it 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 GDPR officer at [franraven01@gmail.com](mailto:franraven01@gmail.com) or fao GDPR officer c/o The Rectory, 6 Manor Gardens, Saxmundham IP17 1ET.

In the case of queries or complaints relating to SCDC, contact the administrator by emailing [debtcentreadmin@skc.church](mailto:debtcentreadmin@skc.church)

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.

Policy to be reviewed 03/2025