

DATA PRIVACY NOTICE

Brindle St Joseph's

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 Parish Priest of St Joseph's, Brindle is the data controller (contact details below). This means he decides how your personal data is processed and for what purposes.

The data controller may delegate tasks associated with administration of this data.

3. How do we process your personal data?

The Parish Priest of St Joseph's, Brindle complies with the 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.

Your personal data is used for the following purposes: -

- To provide for the pastoral care of parishioners;
- To manage our volunteers;
- To maintain our own records (including the processing of gift aid applications);

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

- 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 necessary to comply with requirements under state and church law for the registration of baptisms, confirmations, marriages and funerals.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other authorised members of the parish in order to carry out a service, in an official capacity, for the parish. We will not share your data with third parties outside of the parish without your consent.

6. How long do we keep your personal data?

We keep data as long as it is relevant, necessary and accurate.

We retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, confirmations, marriages, funerals) permanently.

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 Parish of St Joseph's, Brindle holds about you;
- The right to request that the Parish of St Joseph's, Brindle 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 Parish of St Joseph's, Brindle 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).
- 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 or complaints please in the first instance contact the Parish Priest, Brindle St Joseph's, Chapel Fold, Hoghton, Preston, PR5 0DE. Tel. 01254 852026