



St John's Malone
Parish of Malone
The Church of Saint John the Evangelist,



DATA PRIVACY NOTICE

December 2018

Dear Parishioner,

You may have heard about GDPR. GDPR is the new EU - "General Data Protection Regulation" and is the most significant shake-up in data privacy and data security in 20 years.

GDPR requires that data controllers provide certain information to people whose personal data they hold and use. One thing which data controllers must provide to those they hold personal data on is a Privacy Notice. A Privacy Notice identifies who the data controller is and provides contact details for the individual or body who will be dealing with GDPR issues. It also explains the purposes for which personal data are collected and used, how the data is used and disclosed, how the data is kept, and the legal basis for processing. Under the GDPR the Parish of Malone is classified as a data controller as we hold personal data on our parishioners (eg name, address, contact number etc). With the data consent form we have therefore included the Parish of Malone's Privacy Notice.

Yours sincerely,

The Select Vestry.

ST JOHN'S MALONE: DATA PRIVACY NOTICE

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 of Malone is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Parish of Malone 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 fundraise and promote the interests of the church;
- 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 organised by the Parish of Malone.
- 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.

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

(a) Explicit consent of the data subject so that we can keep you informed about news, events, activities and process your gift aid donations and keep you informed about parish and diocesan events or use your photo in the parish magazine, website or social media and other legitimate purposes concerning the smooth running of the parish.

(b) Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

(c) Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:

(i) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

(ii) there is no disclosure to a third party without consent unless this is to fulfil statutory obligations.

Examples of activities where we rely on this clause would include lists for distribution of the parish magazine, information required for the running of various church groups and other activities necessary for the effective running of the parish and maintenance of parish records etc.

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. We will only share your data with third parties outside of the parish where we have a legal basis for doing so. eg consent or where necessary to fulfil our legal obligations.

6. How long do we keep your personal data?

We keep data in accordance with the principles of the GDPR and our legal obligations there under.

Specifically, we retain parish list 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: parish registers (baptisms, confirmation, marriages, burials) 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 Malone holds about you
- The right to request that the Parish of Malone 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 Parish of Malone to retain such data
- The right to withdraw your consent to the processing at any time provided consent is the legal basis on which the processing is occurring
- The right to request that the data controller provides 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) (This right 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 Commissioner's Office (address given at the end of this document)

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set 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 the GDPR Sub-Committee C/O the Parish Office Secretary or the Rector at St John's Parish Office 141 Malone Road, Belfast BT9 6SX

The GDPR Sub-Committee will consist of the Rector and other individuals appointed by the Select Vestry .

You can contact the The Information Commissioner's Office – Northern Ireland on 028 9027 8757 / 0303 123 1114 ; via email ni@ico.org.uk or by writing to: The Information Commissioner's Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB

secstjohns@btconnect.com (Parish Office Secretary)

malone@connor.anglican.org (Rector)

www.malone.connor.anglican.org

St John's Malone Charities Registration Number NIC101984