

DATA PRIVACY NOTICE

St. Bride's: The Parish of Kilbride

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 2018 (the 'GDPR').

2. Who are we?

The Parish of Kilbride is the Data Controller and details of how to contact the Data Controller are given at the end of this notice. This means the Parish, acting through a limited number of appointed and elected officials, decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Parish of Kilbride seeks to comply with its obligations under the General Data Protection Regulation by

- keeping personal data up to date;
- ensuring access to this data is strictly controlled
- storing it securely and protecting it from loss, misuse, unauthorised access and disclosure
- ensuring appropriate technical measures are in place to protect personal data.
- not collecting or retaining excessive amounts of data;
- where appropriate destroying data securely.

4. How do we use your personal data?

We use your personal data for the following purposes: -

- to enable us to provide a voluntary service for the benefit of the members of the Parish of Kilbride.
- to administer membership and other records;
- to fundraise and promote the interests of the church;

- to manage those whom we employ, and the appointed and elected officeholders within the church;
- to maintain our own accounts and records (including the processing of gift aid applications);
- to inform you of news, events, activities and services taking place within the Parish of Kilbride
- to share some limited details of appointed and elected Parish officeholders with the Connor Diocesan office so they can keep relevant appointed and elected officeholders informed about news in the diocese and events, activities and services occurring in the diocese in which members may be interested.

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

- Processing is carried out with the consent of the data subject so that the Parish can keep members informed about news, events, activities and services, parish, diocesan and other church events, and the processing of gift aid donations.
- Processing may in some cases be necessary for carrying out Parish legal obligations.
- Processing will be carried out only in relation to members or former members of the Parish (or those who have regular contact with the parish in connection with those purposes.)
- There will be no disclosure to a third party without explicit consent. (See also Para.6 below.)

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with a limited number of other members of the church in order to carry out a service to church members or for purposes connected with the church. We will never share your data with third parties outside of the parish unless there is a legitimate need and you have given specific consent.

7. How long do we keep your personal data?

We do not keep data longer than necessary and records will be purged at regular intervals. If there is no good reason for retaining personal information, then that information will be routinely deleted. Information will never be kept just in case a use can be found for it in the future.

Specifically, we will retain 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, etc) permanently.

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 any personal data which Kilbride Parish Church holds about you
- the right to request that Kilbride Parish Church 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 Kilbride Parish Church to retain such data
- the right to withdraw your consent to the processing at any time
- 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 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 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, or in the case of queries or complaints, in the first instance please contact the **Honorary Secretary to the Select Vestry** at Kilbride Parish. Contact details are provided on the website.

You can also contact the Information Commissioners Office (UK) on 0303 123 1113; via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF