

**Liverpool Parish Church**  
**Data Protection Policy**

The Parochial Church Council (PCC) of Liverpool Parish Church (Our Lady & St Nicholas)

We are registered with the Information Commissioner's Office in compliance with the GDPR/Data Protection Act 2018.

Registration number: ZA300931

### **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 (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

### **2. Who are we?**

The PCC of Liverpool Parish Church 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 PCC of Liverpool Parish Church complies with its obligations under the DPA 2018 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;
- safeguard children, young people and adults at risk;
- To raise funds 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, initiatives and services happening at St Nick's or in related organizations (including the Diocese of Liverpool).

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations 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 if they hold a position of responsibility within the church and 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 other members of the church (who do not hold a position of responsibility) or with third parties outside of the parish with your consent.

## **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:

[https://www.churchofengland.org/sites/default/files/2017-11/care\\_of\\_pariah\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://www.churchofengland.org/sites/default/files/2017-11/care_of_pariah_records_keep_or_bin_-_2009_edition.pdf)

Specifically, we retain electoral roll data while it is still current; other contact data while still current and while we continue to have your consent; 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.

## **7. Your rights and your personal data**

Unless subject to an exemption under the DPA 2018, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of Liverpool Parish Church holds about you (known as a Subject Access Request);
- The right to request that the PCC of Liverpool 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 the PCC of Liverpool Parish 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).
- 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.

If we receive any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to the incumbent immediately. In addition:

- We will act on all valid requests as soon as possible, and at the latest within one calendar month from the date of receipt of the request, unless we have reason to, and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.
- All data subjects’ rights are provided free of charge.
- Any information provided to data subjects will be concise and transparent, using clear and plain language.

## **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.

## **Dealing with data protection breaches**

Where staff or volunteers think that this policy has not been followed, or data might have been breached or lost, this will be reported immediately to the Rector. In addition

- We will keep records of personal data breaches, even if we do not report them to the ICO.

- We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within 72 hours from when someone in the church becomes aware of the breach.
- In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay.

This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

## 9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Parish Administrator on 0151 236 5287 or [enquiries@livpc.co.uk](mailto:enquiries@livpc.co.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via email here or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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