The Parochial Church Council (PCC) of Tickhill Saint Mary with Stainton St. Winifrid

DATA PRIVACY NOTICE

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").

Who are we?
The PCC of Tickhill St. Mary with Stainton St. Winifrid is the data controller (contact details are shown overleaf). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?
The PCC of Tickhill St. Mary with Stainton St. Winifrid complies with its obligations under the "GDPR" by keeping personal data up to date; regular audit; 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 which will align with any consent forms which may have been completed, the Church Representation Rules and other legitimate interests which may apply.
- To enable us to provide a voluntary service for the benefit of the public mainly but not exclusively within the parish of Tickhill with Stainton.
- To administer the church membership records, including the electoral roll.
- To promote and fundraise for the mission of the church.
- To manage our volunteers.
- To maintain our own accounts and records, including the processing of gift aid applications.
- To keep you informed of news, events, activities and services at Saint Mary's, including our parish magazine.
- To share your contact details with the Diocese of Sheffield so they can keep you informed about news, events, activities and services that will be occurring in the diocese in which you may be interested.

What is the legal basis for processing your personal data?
- Explicit consent by you, being the data subject, so that we can keep you informed of news, events, activities, fundraising and services and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body and volunteer members of the church community at Saint Mary's. This processing relates only to members or former members (or those who have regular contact with it in connection with those purposes). There is no disclosure to any third party without your consent.

Sharing your personal data
Your personal data will be treated as strictly confidential and will only be shared with other members of the church 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 with your consent.

How long do we keep your personal data[1]?
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 below for the link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for at least six years after the calendar year to which they relate; and parish registers (baptisms, confirmations, marriages and funerals) permanently.

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 PCC of Tickhill St Mary with Stainton St. Winifrid holds about you.
- The right to request that the PCC of Tickhill St. Mary with Stainton St. Winifrid 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 Tickhill St. Mary with Stainton St. Winifrid 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 by consent, this is known as the right to data portability. *(where applicable and there are restrictions)*
- 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 and there are restrictions)*
- The right to lodge a complaint with the Information Commissioner's Office.

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 data protection notice explaining this new use prior to commencing of any processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details
To exercise all relevant rights, queries or complaints please in the first instance contact our data controller:
Philip Beavers, 41 Saffron Crescent, Tickhill, Doncaster. DN11 9RX
Email: philip.beavers@@btinternet.com
Telephone: 07717 171954
Website: https://www.stmaryschurchtickhill.com
(In the event of a change in data controller, this section will be updated accordingly and posted onto the church website and the church noticeboards).

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[1] 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

Third Edition: Effective from: 20.10.2025