DATA PRIVACY NOTICE

The Parochial Church Councils (PCC) of St Margaret, Heywood and St George, Heap Bridge Privacy Notice

This Privacy Notice is provided by the PCC of St Margaret, Heywood and St George, Heap Bridge to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is:

The PCC of St Margaret, Heywood and St George, Heap Bridge

St. Margaret's Church, Heys Lane, Heywood OL10 3RD
https://www.stmargaretheywood.org.uk
stmargaret.heywood@outlook.com
07572 957627

St. George's Church, Gore Close, Heap Bridge, Bury, Lancashire, BL9 7JU
https://www.stgeorgeheapbridge.org.uk

For more information, please go to: https://www.stmargaretheywood.org.uk

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1. Why we collect and use your personal data?

We use personal data for the following purposes

Name and contact details

- To inform you of news and information about events, activities, and services within the Parish of St Margaret, Heywood and St George, Heap Bridge and/or your local diocese of Manchester.
- To contact you for pastoral and spiritual care
- To meet our legal requirement for consultations
- Execute our safeguarding and safer recruitment policies

3. The lawful basis for processing your personal data

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc
- Maintain safeguarding records in accordance with C of E national guidance
- Meet our legal requirements set out by the Charity Commission

- Legitimate Activity – we collect and process this data as part of our legitimate activities and as a charitable organisation.
- Prevention of crime and protection of property

4. Where we collected your data from

- You
- The Diocese of Manchester
- Funeral directors

5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCC of St Margaret, Heywood and St George, Heap Bridge and/or your local diocesan office. Your personal data will be visible to other members of the WhatsApp groups for each church should you choose to join them.

5. How long do we keep data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records": Records management guides | The Church of England.

6. Your rights and your personal data

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

- The right to request a copy of the personal data which St Margaret, Heywood and St George, Heap Bridge holds about you (a Subject Access Request or 'SAR');
- The right to request that the PCC 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 St Margaret, Heywood and St George, Heap Bridge to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

7. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints, please in the first instance contact the PCC Secretary/Parish Administrator at stmargaret.heywood@outlook.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email Contact us - public | ICO Data protection and personal information complaints tool | ICO