

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?

Trinity Church Scarborough 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?

Trinity Church Scarborough complies with its obligations under the GDPR by

- collecting and processing data for a lawful reason and in a fair and transparent way,
- only using it for the purposes we originally collected it;
- by not collecting or retaining excessive amounts of data;
- by keeping personal data up to date;
- by storing personal data securely (manually or electronically)
- by keeping personal data for only as long as is necessary and destroying out-of-date data quickly and effectively
- by protecting the personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public in the Scarborough area;
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To provide appropriate pastoral care;
- To promote the interests of the charity, including raising funds;
- To manage our employees and volunteers e.g. information for DBS (Disclosure and Barring Service);
- To inform you of news, events, activities and services.

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

- Explicit **consent** of the data subject (or the parent/guardians of children) so that we can keep you informed about news, events, activities and services;
- Processing is necessary for carrying out **legal obligations** in relation to Gift Aid or 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 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 with your explicit consent.

6. How long do we keep your personal data?

We retain registration data while it is still current, gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate.

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 Trinity Church Scarborough holds about you;
- The right to request that Trinity Church Scarborough 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 Trinity Church Scarborough 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) [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.

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.

9. Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact Trinity Church Scarborough at info@trinityscarborough.org.uk

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