



Data Protection Policy

The Parochial Church Council of Romsey

1. Your personal data – what is it?

Personal data relates to a living individual (hereinafter “you” and “the data subject”) 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 or its successor legislation (for the purpose of this Data Privacy Notice “the GDPR”).

2. Who are we?

The Parochial Church Council of Romsey (hereinafter “the PCC”) is the data controller (contact details below). This means that it decides how your personal data is processed and for what purposes.

The PCC’s Privacy Notice is accessible on the PCC’s website. It provides information about an individual’s rights in respect of their personal data and will be issued to staff, volunteers and others as relevant.

3. Purpose

This policy sets out how the PCC deals with personal information correctly and securely and in accordance with the GDPR.

This policy applies to all personal information however it is collected, used, recorded and stored by the PCC and whether it is held on paper or electronically.

4. What is Personal Information/Data?

Personal information or data means any information relating to an identified or identifiable individual. An identifiable individual is one who can be identified directly or indirectly by reference to details such as a name, address, telephone number(s), email addresses and membership of groups associated with the Parish.

5. Data Protection Principles

The GDPR establishes six principles as well as a number of additional duties that must be adhered to at all times:

1. Personal data shall be processed lawfully, fairly and in a transparent manner;
2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (subject to exceptions for specific archiving purposes);
3. Personal data shall be adequate, relevant and limited to what is necessary to the purposes for which they are processed and not excessive;
4. Personal data shall be accurate and where necessary, kept up to date.
5. Personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. Personal data shall be processed in a manner that ensures appropriate security of the personal data;

6. Duties

Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Data Controllers have a General Duty of accountability for personal data.

7. Commitment

The PCC is committed to maintaining the principles and duties in the GDPR at all times. Therefore, the PCC will:

- Inform individuals of the identity and contact details of the Data Controller;
- Inform individuals of the purposes for which personal information is being collected and the basis for this;
- Inform individuals if their information is shared and why and with whom unless the GDPR provides a reason not to do this;
- Inform individuals of their data subject rights;
- Inform individuals that the individual may withdraw consent (where relevant) and that if consent is withdrawn that the PCC will cease processing their data although that will not affect the legality of data processed up until that point;
- Provide details of the length of time an individual's data will be kept;

- Should the PCC decide to use an individual's personal data for a different reason to that for which it was originally collected, the PCC shall inform the individual and where necessary seek consent;
- Check the accuracy of the information it holds and review it at regular intervals;
- Ensure that only authorised personnel have access to the personal information whatever medium (paper or electronic) it is stored in;
- Ensure that clear and robust safeguards are in place to ensure personal information is kept securely and to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded;
- Ensure that personal information is not retained longer than it is needed;
- Ensure that when information is destroyed that it is done so appropriately and securely;
- Share personal information with others only when it is legally appropriate to do so;
- Comply with the duty to respond to requests for access to personal information (known as Subject Access Requests);
- Ensure that all staff and volunteers are aware of and understand, these policies and procedures.

8. Complaints

Complaints should be addressed to the Data Controller at the Parish Office on 01794 513125 or via email parishoffice@romseyabbey.org.uk .

Complaints relating to the handling of personal information may subsequently be referred to the Information Commissioner who can be contacted at: Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF or at www.ico.gov.uk

9. Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 5 years. The policy review will be undertaken by the PCC or its nominated representative(s).

10. Contacts

If you have any enquires in relation to this policy, please contact The Parish Office as in 8 above.