

# DATA PRIVACY NOTICE

## The Parochial Church Council (PCC) of Newtown & The Hythe, Colchester

### 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?

The PCC of Newtown & The Hythe, Colchester 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 Newtown & The Hythe, Colchester complies with its obligations under the "GDPR" 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;
- To fundraise and promote the interests of the charity;
- 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 and services running at St Stephen's;
- To share your contact details with the diocesan office so they can keep you informed about news and events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking.

## 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;
- Explicit consent of the data subject so that the diocesan office can keep you informed about news and events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract relating to:
  - Room Hire
  - Cleaning
- 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 necessary for carrying out statutory legal obligations in relation to parish registers (baptisms, marriages, funerals)
- 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 never share your data with third parties outside of the parish without your explicit 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 [see link below].

Specifically, we retain electoral roll data while it is still current; 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 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 Newtown & The Hythe, Colchester holds about you;
- The right to request that the PCC of Newtown & The Hythe, Colchester 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 Newtown & The Hythe, Colchester 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);
- 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.

## 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 **Annie Porteous-Butler** – [GDPR@ststephens-colchester.org.uk](mailto:GDPR@ststephens-colchester.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.

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>

## 10. Consent

By signing this form, you are confirming that you have read this Data Protection Notice and that you are consenting to the PCC Newtown & The Hythe, Colchester holding and processing your personal data for the following purposes (please tick the boxes where you are happy to grant consent):

To keep you informed about news, events, activities, and services.

To share your contact details with the diocesan office so they can keep you informed about news and events, activities and services that will be occurring in the diocese and which are directly relevant to the role you are undertaking.

Name: .....

Address: .....  
.....  
.....

Telephone: .....

Email address: .....

Preferred method:                      email                       phone

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to keep you informed about news, events, activities, and services except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note that you can withdraw your consent to all or any one of the above purposes at any time by contacting **Annie Porteous-Butler** - [GDPR@ststephens-colchester.org.uk](mailto:GDPR@ststephens-colchester.org.uk). Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to this point.

**Reviewed and re-approved by the PCC March 2026**