

St Mary's Ecclesfield

Data Protection Policy

1. All personal information will be used only for the purposes for which you have given it to St Mary's.
2. We will only contact you for any other purpose if you have given permission for us to do so.
3. 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 outside of the parish with your consent.
4. 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.

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.

5. You have the right to request a copy of your personal data which the PCC of St Mary's Ecclesfield holds about you;
You have the right to request that the PCC of St Mary's Ecclesfield corrects any personal data if it is found to be inaccurate or out of date;
You have the right to request your personal data is erased where it is no longer necessary for the PCC of St Mary's Ecclesfield to retain such data;
You have the right to withdraw your consent to the processing at any time

This was Policy written and accepted by St Mary's PCC on Monday 4th June 2018