

We are committed to the protection of your rights under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This notice will inform you of your rights and provide information about how we hold and use your personal data.

1. What is personal data?

This is information, which indirectly or directly allows you to be identified via circumstances or specific details. It may include data such as names, addresses and dates of birth.

How do we process your data?

In compliance with the GDPR, the PCC of the Parish of St Clement, Cambridge, makes the following commitments about the processing of your data:

- Information will not be processed beyond what is necessary for the relevant activities.
- Data about you will be kept up-to-date and records amended to address factual inaccuracies as soon as possible.
- We will store information securely, with the use of sufficient measures to protect your data from unauthorised access, loss or misuse.
- We will destroy data that is no longer required in a safe and appropriate manner.

What is the lawful basis for processing your personal data?

- Processing is necessary for the legitimate interests of the St Clement's PCC, to enable you to undertake roles of within St Clement's/St Ephraim's in accordance with safeguarding policy and practice.

2. Sharing your personal data

Your data will be held in confidence and will be shared only where necessary with other members of the church or those engaging with the church in order to facilitate the role and activities undertaken. You will be informed if any further sharing of information is deemed necessary and your consent for this will be obtained, where appropriate.

3. How long do we keep your personal data?

Records of contact details will be retained for the period of their engagement in the role.

4. Your rights and your personal data

You have the following rights with respect to your personal data in relation to data held about you:

- the right to request a copy of your personal data which is held about you by the Parish.
- the right to request that the Parish corrects any personal data if it is found to be inaccurate or out of date.
- the right to request that the data controller provides you with your personal data and where possible, to transmit that data directly to another data controller.
- 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.
- the right to lodge a complaint with the Information Commissioner's Office.

5. Relevant Contacts

The Data Controller for the parish is: Karol Jaworski.

For data processing relating to safeguarding, complaints and discipline the Data Controller is the Parish Safeguarding Officer.

If you wish to make a subject access request concerning data held about you relating to safeguarding, complaints and discipline, it should be sent to the Data Protection Officer.