

PRIVACY NOTICE
KIRK BRADDAN PAROCHIAL CHURCH COUNCIL
VICAR AND CHURCHWARDENS OF BRADDAN

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?

This notice is given by the Parochial Church Council of the parish of Braddan (the "PCC"), the incumbent of the benefice of Braddan (the "Vicar") and the churchwardens of the parish of Braddan (the "Wardens"). The PCC, the Vicar and the Wardens are each the data controller in respect of matters within their respective fields of responsibility. Each of them decides how your personal data is processed and for what purposes within those fields.

3. How do we process your personal data?

The PCC, the Vicar and the Wardens comply with their 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.

They use your personal data for the following purposes: -

- To enable them to provide voluntary and statutory services for the benefit of the public in particular geographical areas as specified in the legal rules governing their status and responsibilities
- To administer membership records
- To maintain statutory registers and records
- To fundraise and promote the interests of the Established Church
- To manage their employees and volunteers
- To maintain their own accounts and records
- To inform you of news, events, activities and services running at Kirk Braddan.

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

- Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services and keep you informed about other events, such as within the Diocese, or national and international concerns associated with their obligations as a Church.

- Processing is necessary for carrying out legal obligations: for example in employment, social security, social protection or ecclesiastical law.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade-union aim provided: -
 - o the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - o 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 you or for purposes connected with the Church which are directly related to your submission of information. We will not share your data outside of these circumstances without your explicit consent. Consent can be given by virtue of a signature or tickbox on an application form, for example.

6. How long do we keep your personal data?

We keep data in accordance with the Church Records Measure (Isle of Man) 2000 and other statutory provisions, and the guidance set out in *Keep or Bin: Care of Your Parish Records* which is available from the Church of England website¹.

Specifically, we retain electoral roll data while it is still current; donations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals and burials) 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, the Vicar or the Wardens hold about you;
- The right to request that the PCC, the Vicar or the Wardens correct 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, the Vicar or the Wardens to retain such data;
- The right to withdraw your consent to the processing at any time
- The right in certain circumstances to request that the data controller provide the data subject with your personal data and, where applicable, 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 be placed on further processing;
- The right to object to the processing of personal data (where applicable)

¹ <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

- The right to lodge a complaint with the Isle of Man Information Commissioner.

8. Further processing

If the PCC, the Vicar or the Wardens wish to use your personal data for a new purpose not covered by this notice, they 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, they 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 the Parish Assistant at the Parish Office, Kirk Braddan, Peel Road, Braddan IM4 4LB
Tel: 01624 613530 Email parishoffice@kirkbraddan.im

You can contact the Isle of Man Information Commissioner at
<https://www.inforights.im/contact-us/>