

DATA PRIVACY NOTICE effective from 25th March 2026

The Parochial Church Council of St Leonard's Church, Swithland

1. Your personal data – what is it?

Personal data is information which identifies you. The use (“processing”) of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. Who are we?

The PCC of St Leonard's, Swithland (the Church) is the “Data Controller” (contact details below).

This means the Church decides how your personal data is used and for what purposes.

3. How do we use your personal data and comply with data regulation?

We use your personal data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public within and around our parish
- To administer membership records
- To raise funds and promote the interest of the Church
- To manage our employees and volunteers
- To maintain Church accounts and records (including the processing of gift aid applications)
- To inform you of news, events, activities and services at the Church

The Church complies with its obligations under the data regulation by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate measures are in place to protect personal data.

4. What is the lawful basis for processing personal data?

- We will obtain your consent to send you information about news, events, activities and services, process your gift aid donations and keep you informed about diocesan events
- We are required by law to collect and process data for weddings, funerals and baptisms
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- 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 the PCC of St Leonard's, Swithland and with other members of the Church in order to carry out its activities.

We will only share your data with third parties outside of the Church with good reason, an explanation of the purpose and with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out by data regulation. Specifically, we retain electoral roll data which is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate. We then destroy and delete the data permanently.

Parish registers (baptisms, marriages, funerals) are kept 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 Church holds about you
- The right to request that the Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request that your personal data is erased where it is no longer necessary for the Church to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where this 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 lodge a complaint with the Information Commissioner's 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 email the St Leonard's PCC Secretary m9pac@hotmail.com or write to Honorary PCC Secretary, St Leonard's Church, Main Street, Swithland, Leicestershire LE12 8TJ.

You can contact the information Commissioners Office on 0303 1231113 or via email ico.org.uk/global/contact-us/