

DATA PRIVACY NOTICE

The Parochial Church Councils (PCC) of St Andrews Old Church, Hove Privacy Notice

This Privacy Notice is provided by the PCC of St Andrews Old Church, Hove to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

Data Controller

The data controller is:

St. Andrew's Church

Church Road, Hove

BN3 2AD, UK

Telephone: [01273 738785](tel:01273738785)

Email: office@standrewshove.org

For more information, please go to: <https://www.standrewshove.org/>

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1. Why we collect and use your personal data?

We use personal data for the following purposes:

- Name and contact details - To inform you of news and information about events, activities, and services within the PCC of St Andrews Old Church, Hove in the Diocese of Chichester.
- To include your details in the Church Directory.

2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, live streaming)

3. The lawful basis for processing your personal data

- Consent – we will obtain your consent to send you information about church events or newsletters;
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc;

- Legitimate Activity – we collect and process this data as part of our legitimate activities as a not-for-profit body.

4. How long do we keep data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. In general, we will endeavour to keep data only for as long as we need it and in accordance with the guidance set out by the Church of England (see <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides.>)

5. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which The PCC of St Andrews Old Church, Hove holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;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 St Andrews Old Church, Hove to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

6. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Parish Administrator at office@standreshove.org

You can contact the Information Commissioners Office on 0303 123 1113 or via their website at <https://ico.org.uk/global/contact-us/contact-us-public/>