DATA PRIVACY NOTICE

The Parish of Longcot with Fernham

The Parochial Church Council (PCC) and the Incumbent

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?

The Parochial Church Council (PCC) of Longcot with Fernham and the Incumbent (the Vicar) are the data controllers. This means they decide how your personal data is processed and for what purposes.

The PCC and the Incumbent are separate data controllers because they are separate legal entities.

3. How do we process your personal data?

The PCC and the Incumbent 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.

We use your personal data for the following purposes: -

- To provide pastoral care and support to parishioners
- To organise and perform ecclesiastical services, such as baptisms, confirmations, weddings and funerals
- To carry out safeguarding procedures for the protection of children, young people and vulnerable adults (including DBS checks)
- To administer membership records (including the Electoral Roll)
- To fundraise and promote the interests of the church as a charity
- To manage our employees, office holders and volunteers
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services in the parish, benefice, deanery and diocese
- To seek your views and comments

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services in the parish, benefice and deanery.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid, HMRC and other statutory requirements, or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a philosophical or religious or trade union aim provided:-
    - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
    - 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 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, or in respect of a legal or statutory obligation.

6. How long do we keep your personal data?
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[1].
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; details relating to children's, young people's and vulnerable adults' activities for at least 50 years after the last activity; and parish registers (baptisms, confirmations, banns, marriages, 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 and/or the Incumbent holds about you;
- The right to request that the PCC and/or the Incumbent 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 and/or the Incumbent to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable.
- 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, (where applicable).
- The right to lodge a complaint with the Information Commissioners Office[2].

8. Further processing
If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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 of complaints please in the first instance contact:

PCC Secretary
Mrs Lucy Laird
32, Colton Road,
Shrivenham. SN6 8AZ
Tel: 01793 783519 Email: shrivenham.ashbury.benefice@outlook.com

We keep our privacy notice under regular review.
This notice was last reviewed on 22nd April 2026.

Definitions:

Personal data is information about a living individual which is capable of identifying that individual.

The **data controller** is the person or organisation who determines the purposes and means of processing personal data.

The **data subject** is the individual whose personal data is processed.

The **data processor** is the person responsible for processing the data on the data controller's behalf.

Processing is anything done with or to personal data such as collection, storage, use and destruction.

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[1] Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management

[2] The Information Commissioners Office can be contacted on 0303 123 1113, via the live online chat service https://ico.org.uk/global/contact-us/contact-us-public/public-advice/#liveChat or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF