



# DATA PROTECTION POLICY

The Parochial Church Council (PCC) of St Martin's Church, Liskeard

## 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 our possession or likely to come into our possession.

The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

## 2. Who are we?

The PCC of St Martin's Church, Liskeard is the data controller (contact details below).

This means it decides how your personal data is processed and for what purposes.

## 3. How do we process your personal data?

The PCC of St Martin's Church, Liskeard complies with its obligations under the "GDPR" by keeping personal data up to date by a yearly review of records held; by storing and destroying it securely (using secure ChurchSuite software); 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 enable us to provide a voluntary service for the benefit of the public in the parish of Liskeard;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees 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 running at St Martin's Church;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

## 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 and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under legislation (including ecclesiastical law), safeguarding, financial law and obligations in respect of employment, social security or social protection law\*\*;
- Processing is carried out by a not-for-profit body with a political, philosophical, 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.

### **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in the Church of England guide “Keep or Bin: Care of Your Parish Records”.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated accounting records for 6 years after the end of the tax year to which they relate; and parish registers (baptisms, marriages, funerals) 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 of St Martin’s Church, Liskeard holds about you.
- The right to request that the PCC of St Martin’s Church, Liskeard 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 or a legal requirement for the PCC of St Martin’s Church, Liskeard to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right to request that the PCC provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). Please note, this only applies where the processing is based on consent or is necessary for the performance of a contract with the data

subject and in either case, where the PCC processes the data by automated means.

- 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. This only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.
- The right to lodge a complaint with the Information Commissioners 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 of complaints please in the first instance contact the Office Manager at St Martin's Church Centre, Church Street, Liskeard, PL14 3AQ, telephone 01579347411 or email [manager@smartchurchliskeard.co.uk](mailto:manager@smartchurchliskeard.co.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

This policy was approved by the PCC at its meeting on ... 15 June 2026

Date of next review ... June 2029

### **Notes:**

\* Data controller is the individual or legal entity (such as a company or public authority) that determines the "why" and "how" of processing personal data.

\*\* Social protection law encompasses a broad framework of civil rights, welfare benefits, and social assistance designed to support individuals facing poverty, unemployment, sickness, disability, or old age. It serves as a vital legal safety net, ensuring that citizens retain access to basic needs and human dignity.