



Brunswick Parish Church and Positive Steps Project Communication and Data Consent Form



We'd love to keep in touch with you in a way that suits you and is in line with UK law on data protection.

The new General Data Protection Regulation (GDPR) requires us to obtain your express consent to contact you and to inform you of how we will use and store your information, whether you are a Church member or attend the Church's Positive Steps Project. To enable us to do that, please could you complete the following questions:

How may the Church/Positive Steps Project communicate with you?

Email Please provide your email address _____

Text Please provide your mobile telephone number _____

WhatsApp Please provide your mobile telephone number _____

Telephone Please provide your telephone number _____

Post Please provide your address _____

I do not want the Church/Positive Steps to communicate with me

(If you have ticked this box, please just now sign and return the form)

What information may the Church /Positive Steps Project send you?

- | | |
|---|--|
| <input type="checkbox"/> Church Weekly News | <input type="checkbox"/> Church-related News and Information |
| <input type="checkbox"/> Church Midweek Musings | <input type="checkbox"/> Positive Steps News and Information |
| <input type="checkbox"/> Church Prayer Chain | <input type="checkbox"/> Fundraising Information |
| <input type="checkbox"/> Gift Aid Information | <input type="checkbox"/> PCC Business |
| <input type="checkbox"/> Children and Young People's work | <input type="checkbox"/> Refurb project updates |

Please see the attached privacy notice for information about how we will hold your personal information and your rights in relation to it.

By signing this form you confirm that you are consenting to Brunswick Church/Positive Steps Project communicating with you in the manner indicated.

Signed _____ Dated _____

Print Name _____

If you are completing this form on behalf of a child, please confirm the name of the child and how you are related to the child below:

Child's name _____ Relationship to Child _____

When complete, please return this form to the Church Office.

PLEASE NOTE: WE CANNOT COMMUNICATE WITH YOU UNTIL YOU DO SO.

You are able to alter or stop communications at any time by contacting the Church at

Brunswick Street, Manchester M13 9TQ , by emailing secretary@brunswickchurch.org.uk or by phoning 0161 273 6608.

BRUNSWICK PCC DATA PRIVACY NOTICE

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 of Brunswick Parish Church, Manchester is the data controller (contact details below). The Church Council is the legal body responsible for the Church and its activities. 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 Brunswick Church complies with its 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- 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 and minibus/room hire);
- To inform you of news, events, activities and services running at Brunswick Church and its Positive Steps Project

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

- Explicit consent from you that we can keep you informed about Church and Positive Steps news, events, activities etc.
- Processing is necessary to enable us to provide a service that you have requested (legitimate interest).
- Processing is necessary for carrying out obligations under employment, social security or social protection law.
- Processing is necessary to fulfil our contractual obligations to you.
- 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 those officials or members of the church who need it for purposes connected with the church and, in relation to personal data provided by those attending Positive Steps, with the Project Manager or other group leaders for purposes connected with the Project. We will only share your data with third parties with your consent.

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

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; and parish registers (baptisms, marriages, funerals) permanently. Other data will be kept for as long as it is required for the purpose it was given, then destroyed.

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 Brunswick Church holds about you;
- The right to request that the PCC of Brunswick Church 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 Brunswick Church 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.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this 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 contact the PCC Secretary at Church Office, Brunswick Street, Manchester M13 9TQ or email: secretary@brunswickchurch.org.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.