

## **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<sup>1</sup>?**

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 (see footnote for link).

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.

## **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 Rector/PCC of St Mary's Church, Pulborough holds about you;
- The right to request that The Rector/PCC of St Mary's Church, Pulborough correct any personal data if it is found to be inaccurate or out of date;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 Rector/PCC of St Mary's Church, Pulborough to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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; and
- 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 contact the: Rector, The Reverend Canon Paul Seaman [pulbpccrector@btinternet.com](mailto:pulbpccrector@btinternet.com)

Parish Secretary [ann.kaiser@live.co.uk](mailto:ann.kaiser@live.co.uk)

PCC Secretary [susan.m.scholefield@gmail.com](mailto:susan.m.scholefield@gmail.com)

Electoral Roll Officer Toni Hayes [antoinettehayes@icloud.com](mailto:antoinettehayes@icloud.com)

c/o The Rectory, Hillcrest Park,  
Pulborough, West Sussex, RH20 2AW 01798 875773

You can contact the Information Commissioner's 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.

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<sup>1</sup> 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/more/libraries-and-archives/records-management-guides>