

Data Privacy Notice

Chaplaincy of Maisons Laffitte, France

1. Your personal data – what is it?

Personal data relates to an 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?

Holy Trinity Church, Maisons-Laffitte (HTCML) 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?

HTCML 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.

HTCML uses your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public as specified in our Statutes
- 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 donations)
- To inform you of news, events, activities, and services running in the Chaplaincy of Maisons-Laffitte
- 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 HTCML can keep you informed about news, events, activities, and services and keep you informed about diocesan events;
- Processing may be necessary for carrying out legal obligations in relation to donations or under employment, social security or social protection law, or a collective agreement;
- 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. HTCML will only share your data with third parties outside of the chaplaincy with your consent.

6. How long do we keep your personal data¹?

HTCML keeps 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 (1) for link].

Specifically, HTCML will 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 chaplaincy 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 HTCML holds about you;
- The right to request that HTCML 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 HTCML to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that HTCML provides the data subject with their personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*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 the data controller 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, (where applicable) [*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 HTCML wishes to use your personal data for a new purpose, not covered by this Data Privacy Notice, then HTCML 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, HTCML 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 Chaplaincy Assistant at office@htcml.com or on +33 (0) 1 39 62 34 97.

You can also contact:

The French Data Protection Authority,
COMMISSION NATIONALE DE L'INFORMATIQUE ET DES LIBERTES (CNIL)
Telephone: +33 (0)1 53 73 22;
Address: 3 Place de Fontenoy - TSA 80715 - 75334 PARIS CEDEX 07;
or consult their website: <http://www.cnil.fr>

And you can contact:

The Information Commissioners Office by telephone on: 0303 123 1113
(outside the UK: +44 1625 545 700)
or visit their website: <https://ico.org.uk>

(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/more/libraries-and-archives/records-management-guides>