

**St. Helen's Church, Parochial Church Council of Dry Sandford**  
**Personal Data Protection and Privacy Policy**  
**November 2018**

**POLICY**

**The PCC respects and safeguards all personal data you may share with us.** If you have any queries or wish to change your details you may write to the Churchwarden and Secretary of the St. Helen's Church Dry Sandford PCC at Lashford House, Church Lane, Dry Sandford, Abingdon, OX13 6JP. You do have the right to know what data we hold and to have your data deleted upon request unless there is a legal requirement for us to retain it (for example, Marriage, Baptism and Burial registries).

**WHAT INFORMATION DO WE HOLD AND WHAT DO WE DO WITH IT?**

To fulfil our role as a parish in the Church of England, we may collect personal data from you at certain times (as appropriate), such as for registration on the Electoral Roll, application for a Marriage, Baptism or Burial, to respond to an enquiry, to keep you updated, or to enter into a contract with you. We will collect information such as your name and address. We can collect more information such as your telephone number, email, profession and names of family members for example. We may share some of this information with the Diocese of Oxford to comply with legal and administrative obligations.

When you make a donation where we can claim Gift Aid, we are legally required by the HMRC for tax purposes to record and share with them your name and address. We only share financial information, such as your bank details, with our own Financial Institution if you have given us permission through a regular giving form.

**MAINTENANCE & TERMS**

Any personal information we retain will be maintained in a secure manner. We will hold onto this information for a reasonable amount of time dependent upon our legal obligations.

**POLICY UPDATES**

This policy will be reviewed by the PCC annually.