



Great St Mary's

THE UNIVERSITY CHURCH CAMBRIDGE

Great St Mary's Privacy Statement

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 (GDPR).

Who are we?

The Parish Council (PCC) of Great St Mary's is the Data Controller for Great St Mary's Parish. The data controller decides how your data is processed and for what purposes.

How do we process your personal data?

The PCC complies with its obligations under 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.

Additionally, if you are employed by Great St Mary's, then in order to comply with Article 6 (iii) of GDPR your data will be processed lawfully if, "...processing is necessary for compliance with a legal obligation on the Controller".

Sharing your personal data

We will not share your data with any other agency or individual unless you specifically authorise us to do so, notwithstanding if you are employed by Great St Mary's we will disclose your data automatically to our pension administrators in relation to the calculation and payment of your pension, to help prevent fraud or if required to do so by law.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary to carry on the business of the PCC or as required under statutory regulations.

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:

- a) to request a copy of your personal data that the PCC holds about you;
- b) to request that the PCC corrects personal data if found to be inaccurate or out of date;
- c) to request erasure of your personal data where it is no longer necessary for the PCC to retain it;
- d) the right, where there is a dispute in relation to the accuracy of processing of your personal data, to request a restriction is placed upon further processing;
- e) the right to object to the processing of personal data, (where applicable);
- f) the right to lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered in this Privacy 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.

Contact details

For further information or to exercise all relevant rights please, in the first instance, contact The Data Protection Officer, Great St Mary's, The University Church, Cambridge, CB2 3PQ. Telephone 01223 741720. Email office@gsm.cam.ac.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or by using 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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