**Data Breach Procedure**

In the event of any data breach, or any complaint regarding the use of data, please contact The Reverend Anne Charlton who is the authorised Data Controller, either by email on eacharlton@btinternet.com or by telephone on 01726 842917, or in person at The Vicarage Gorran PL26 6HN.

She will deal with any complaint in the first instance. Should you feel that your complaint is not being dealt with effectively, or the complaint is against her, she will refer you to the Diocesan Safeguarding team so that they may carry out any further investigation. The final recourse, should your complaint not be satisfactorily dealt with, is to the Information Commissioners Office as stated below

Please note the following extract from our privacy policy

**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 St Goran holds about you;

• The right to request that the PCC of St Goran corrects any personal data if it is found to be inaccurate or out of date;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 St Goran 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;

• The right to lodge a complaint with the Information Commissioners Office.

Updated as at 22.6.18

Agreed by the PCC 3.7.18