

General Data Protection Regulation

Holy Innocents' Gt Barton, and St Peter's Thurston Parochial Church Councils (Benefice PCCs)

DATA PRIVACY NOTICE

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Benefice Data Protection Co-ordinators:

Peter Robinson:

Jane Dalton

Phone: 07814 946841:

Phone: 01284 788613

Email; beneficepr@gmail.com:

Email: jane.dalton648@gmail.com

1. 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 General Data Protection Regulation (GDPR) governs the processing of personal data:

2. Who are we?

The Benefice PCCs are the data controllers. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Benefice PCCs comply 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.

We use your personal data for the following purposes: -

- To administer membership records;
- To fundraise and promote the interests of the Church;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at our Benefice Churches.
- To use photographs taken with permission at Benefice services/events and posted on the Benefice and Diocesan website.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is carried out by a not-for-profit body with a religious aim, provided: -
 - The processing relates only to members or former members and Parishioners and supporters of the Benefice Churches, (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. 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?

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 website¹

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 Benefice PCCs holds about you.
- The right to request that the Benefice PCCs 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 Benefice PCCs to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her 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.
- The right to lodge a complaint with the Information Commissioners Offices².

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 “consent Form” 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.

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>

²You can contact the Information Commissioners 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

(Consent)

By signing this form you are confirming that you have read this Data Protection Notice and that you are consenting to the Benefice Parochial Church Councils holding and processing your personal data for the following purposes (please tick the boxes below, where you are happy to grant consent): -

Name:.....

Address.....

Post Code.....

Telephone..... Mobile.....

Email address.....

to keep you informed about news, events, activities and services associated with the Benefice;

to publish photos on the Benefice and Diocesan websites and Facebook Pages when taken at official events connected with the Benefice.

all of the above;

Please tick one or more of the boxes below to let us know how you would prefer us to contact you.

By email [] by text [] by post [] by phone []

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data, except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw your consent to all or any one of the above purposes at any time by contacting the Data Protection Coordinator: email: *beneficepr@gmail.com*. Please note that all processing of your personal data will cease once you have withdrawn consent but this will not affect any personal data that has already been processed prior to this point.

SIGNED..... DATED.....