

DATA PRIVACY NOTICE

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 processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

The Rector, Curate and the Parochial Church Councils (PCCs) of St. Michael's, St. George's and Holy Cross churches are the data controllers (contact details - Section 10). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Rector, Curate and PCCs of St. Michael's, St. George's and Holy Cross Churches comply with their 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.

The Rector and Curate may use your personal data for the following purpose:

- To minister to you and provide you with pastoral and spiritual care and to organise and perform ecclesiastical services, such as baptisms, confirmations, weddings and funerals;

The Rector, Curate and your PCC may use your personal data for the following purposes:

- To deliver the Church's mission to the community and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller.
- To enable them to meet all legal and statutory obligations (which include maintaining and publishing the electoral roll in accordance with the Church Representation Rules);
- To enable them to provide a voluntary service for the benefit of the public in the Benefice;
- To administer parish, deanery, archdeaconry and diocesan membership records;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To send you communications you have requested of news, events, activities and services in the Benefice; These may include information about campaigns, appeals and other fundraising activities;
- To seek your views or comments;

Your PCC may use your personal data for the following purposes:

- To enable them to distribute the 'Three Parishes Magazine' to subscribers.
- To fundraise and promote the interests of the church and charity;
- To process a grant or application for a role;
- To manage their employees and volunteers;
- To maintain their own accounts and records (including the processing of Gift Aid applications);
- To administer contracts with external companies, organisations or individuals;
- To enable publicity through the Three Parishes Magazine, Benefice website and Facebook pages.

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

- Your explicit consent, so that you can be kept informed about news, events, activities and services, process your Gift Aid donations and keep you informed about Parish and Diocesan events.
- Where processing is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.
- Where processing is necessary for compliance with a legal obligation. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- Personal data may also be processed if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- Religious organisations are also permitted to process information about religious beliefs to administer membership or contact details provided that: 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.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and it will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. We may need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers;
- Other clergy or lay persons nominated or licensed by the Bishops of the Diocese of Bath & Wells to support the mission of the Church in our parishes. For example, our clergy are supported by our Area Dean and Archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;
- On occasion, other churches with which we are carrying out joint events or activities.

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 website or from the Benefice office (contact details – Section 10). Specifically, we retain Electoral Roll data whilst 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 access information we hold on you:

- The right to request a copy of your personal data which the Rector, Curate or PCC of St Michael's/St. George's/Holy Cross holds about you.

The right to correct and update the information we hold on you:

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your information erased:

- The right to request your personal data is erased where it is no longer necessary for the Rector, Curate or PCC of St Michael's/St. George's/Holy Cross to retain such data.

The right to object to processing of your data:

- You have the right to request that we stop processing your data.

The right to data portability:

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

Benefice of Creech St. Michael & Ruishton with Thornfalcon

The right to withdraw your consent to the processing at any time for any processing of data for which consent was sought:

- 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;
- You can withdraw your consent easily by telephone, email, or by post (contact details – Section 10).

The right to lodge a complaint with the Information Commissioners Office (contact details – Section 10).

8. Transfer of data abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is accessible from overseas so on occasion some personal data may be accessed from overseas. We will always seek your consent for your details to be included on the website or on social media.

9. 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 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.

10. Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints at:

The Rector, Curate or PCC Secretary of St Michael's/St. George's/Holy Cross Church,
The Benefice Office
c/o The Rectory, Creech St. Michael, TA3 5PP
Email: crtooffice35@gmail.com

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

You 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.