

DATA PRIVACY NOTICE: The Rector & Benefice of Acle & Bure to Yare

25th May 2019

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 [GDPR].

2. Who are we?

Acle & Bure to Yare Benefice is a group of seven Church of England parishes. For activities which span the Benefice (first column in the table of examples below) or for data held by the Rector or Associate Priest, the Rector is the data controller (contact details below) and this is the Privacy Notice. For data held entirely within a Parish (second column in the table of examples below) the relevant Parochial Church Council [PCC] will have appointed a data controller and published its own Privacy Notice (available on www.abychurches.co.uk). The data controller decides how your personal data is processed and for what purposes.

Rector / Benefice	PCC
Baptism, wedding, banns & funeral data	Church Electoral Roll
Churchyard memorial records	Gift Aid & planned giving records
Pastoral contact information	Parish contact lists
Records relating to Church office-holders	Parish Registers & transcriptions
Benefice magazine (" <i>Outlook</i> ")	Visitor books & intercession lists
Benefice website (overall)	Church page on Benefice website
Benefice Choir contact list	
Reedham / Freethorpe " <i>Open the Book</i> "	

3. How do we process your personal data?

We comply with our 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 provide pastoral care to parishioners and others who request it.
- To administer the Benefice (including the Reedham/Freethorpe *Open the Book* Team and Benefice Choir).
- To manage our office-holders and volunteers.
- To inform people (with their consent) of news, events, activities and services run by our churches, including distribution of the Benefice magazine ("*Outlook*").

For baptisms, weddings and funerals your data will be entered into the *Life Events Diary* online software to manage contact information, pastoral and service administration, and follow up, among other purposes (privacy policy: www.lifeeventsdiary.org/privacy-notice.php)

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

- Some data is processed in order to comply with legal obligations (e.g. Canon Law; various Marriage, Burial and Registration Acts; Church Representation Rules).
- Some data is processed in the legitimate interest of the data controller in providing pastoral care and administering the Benefice (except where such interests are overridden by the interests, rights or freedoms of the data subject).
- Where the above do not apply, consent of the data subject will be obtained.

For personal data which reveals religious belief (classed as sensitive under the GDPR) one of the following will apply:-

- The data will manifestly have been made public by the data subject.
- Processing is for historical purposes in the public interest (e.g. Parish Register data).
- Processing relates only to members or former members or those who have regular contact with us in connection with these purposes and does not involve disclosure to a third party without consent.
- Explicit consent of the data subject has been obtained.

5. Sharing your personal data

Except where there is a legal obligation, your personal data will be treated as confidential. Some data may need to be shared with a parish in the Benefice (which will deal with it in accordance with its data policy). Some data, especially relating to office-holders, may need to be shared with Diocesan authorities. *Open the Book* team members are registered with Bible Society. Otherwise we will only share your data with third parties outside the Benefice with your consent.

6. How long do we keep your personal data?

Unless there is a continuing pastoral need, data is kept 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 [see footnote¹]. Other data is kept for no longer than reasonably necessary.

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 we hold about you.
- The right to request that we 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 us 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 object to the processing of personal data (where processing is based on legitimate interests; direct marketing or processing for the purposes of historical research).
- The right to lodge a complaint with the Information Commissioners Office.

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 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.

9. Contact Details

In the first instance please contact the Rector, the Revd Martin Greenland 01493 750393 / rector@aclechurch.plus.com / The Rectory, Norwich Road, Acle, Norwich NR13 3BU.

You can contact the Information Commissioners Office on 0303 123 1113 / Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF / via <https://ico.org.uk/global/contact-us/email/>

¹ <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>