

GENERAL DATA PROTECTION REGULATION (GDPR)

Gosberton Group of Parishes

Privacy Notice

At Gosberton Group of Parishes (St Peter & St Paul's Church Gosberton, St Margaret's Church Quadring & St Gilbert & St Hugh's Church Gosberton Clough) hereafter referred to as "Gosberton Group of Parishes", we're committed to protecting and respecting your privacy.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Parish Secretary, Mrs Debbie Reynolds has responsibility for data protection compliance in Gosberton Group of Parishes. Contact details are set out below.

This notice explains when and why we collect personal information about people who contact or use the church for whatever purpose, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

We may change this notice from time to time so please check the website at www.gosberton.org or request a copy occasionally to ensure that you're happy with any changes. Any questions regarding this notice and our privacy practices should be sent by email to debbie@gosberton.org or by writing to Mrs D Reynolds, The Vicarage, 6 Wargate Way, Gosberton, Spalding PE11 4NH. Alternatively, you can telephone 01775 840694.

How do we collect information about you?

We obtain information about you when you contact the church to arrange a baptism, wedding, funeral or any other purpose where we need to keep in touch with you.

Our parish registers are required to be maintained by law. Please note that your personal details recorded in the Register of Marriages and the Register of Baptisms have to be retained by the parish church. These registers are locked away in a secure place.

What type of information is collected about you?

The personal information we collect includes your name, address, email address and telephone number. If you contacted us about getting married we would record the date you married and which church you got married in. If you contacted us about a baptism we would also record the names of your children and their dates of birth.

The legal bases for the processing of your personal data is to enable Gosberton Group of Parishes to keep in touch with you now and in the future.

How is your information used?

We may use your information to:

- Keep in touch with you whilst arranging your wedding etc
- Send you anniversary cards
- Send you details of events taking place in the church that we think you might be interested in

How long do we retain your information?

We will hold your personal information on our database indefinitely or unless you tell us to remove it.

Who has access to your information?

Under no circumstances would we share your information with a third party, unless we are required to do so by law, for example, a court order. The Vicar and his Secretary are the only people who have access to and maintain the Gosberton Group of Parishes database.

How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold concerning yourself is correct by sending an email to debbie@gosberton.org or by writing to Mrs D Reynolds, The Vicarage, 6 Wargate Way, Gosberton, Spalding PE11 4NH. Alternatively, you can telephone 01775 840694.

What are your rights?

- a) the right to access;
You have the right to confirmation as to whether or not we process (hold on to) your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing and the categories of personal data concerned. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data.
- b) The right to rectification;
You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- c) the right to erasure;
In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed.
- d) the right to restrict processing;
In some circumstances you have the right to restrict the processing (keeping) of your personal data. Those circumstances are: you contest the accuracy of the personal data or we no longer need the personal data for the purposes of our relationship with you.
- e) the right to object to processing;
You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.
- f) the right to withdraw consent;
To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us.

May 2018