

The Hempnall Group of Parishes
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 Data Protection Act 2018 as amended;
- the UK General Data Protection Regulation (the UK GDPR).

2. Who are we?

The Hempnall Team Ministry, the Team Council and each of the six Parochial Church Councils (PCCs)* of the Church of England in the Hempnall Group of Parishes are the data controllers (contact details overleaf). This means they decide how your personal data is processed and for what purposes.

**[The six PCCs are Bedingham; Hempnall; Morningthorpe with Fritton; Shelton with Hardwick; Topcroft; and Woodton]*

3. How do we process your personal data?

We comply with our legal obligations 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 enable us to provide a voluntary service for the benefit of the public
- To administer the Church Electoral Rolls (ie membership lists) of each our six parishes
- To fundraise and promote the interests of The Hempnall Group of Parishes or any of the six PCCs* within the Group [*see list above]
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services in The Hempnall Group.

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

Depending upon the circumstances, we process your data in accordance with one of the following legal bases:

- Consent: this is where you have given permission for us to process your personal data for one or more specific purpose (eg to be kept informed about news, events, activities and services relating to the Hempnall Group of Parishes)
- Legal obligation: this is where processing is necessary for carrying out legal obligations, eg in relation to Gift Aid
- Legitimate interest of the data controller: this is where we process data in the course of our legitimate activities in ways which people might reasonably expect and which have a minimal privacy impact, eg to administer our own records and accounts.

In addition, where processing 'special category' personal data (eg sensitive data which reveals religious beliefs), we fulfil one or other of the following conditions as applicable:

- Explicit consent
- Employment, social security and social protection (if authorised by law)
- Processing permitted by a not-for-profit body with a religious aim providing:
 - 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.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the churches in the Hempnall Group of Parishes in order to carry out a service to other church members or for purposes connected with the church. Your personal data will not be shared with third parties outside of the Hempnall Group of Parishes unless you consent.

6. How long do we keep your personal data?

We shall only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including compliance with any legal, accounting, or reporting requirements. Specifically:

- we retain data from Church Electoral Rolls while they are still current, in accordance with the Church Representation Rules of the Church of England
- Gift Aid declarations and associated paperwork are kept for up to 6 years after the calendar year to which they relate, in accordance with HMRC requirements
- the information in parish registers (baptism, marriages and funerals) is retained indefinitely but is only held by the Hempnall Group of Parishes until a particular record book is full: full registers are sent to the Norfolk Records Office, which is then responsible for them.

7. Your rights and your personal data

Unless subject to an exemption under the UK 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, where you have previously given consent, 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 that a restriction is placed on further processing
- the right to lodge a complaint with the Information Commissioner's 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

To exercise all relevant rights, queries or complaints, please contact in the first instance the Group Administrator, e-mail hempnallgroup.office@btinternet.com or telephone 01508 498157.

You can contact the Information Commissioners Office on [0303 123 1113](tel:03031231113) 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.

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>