

# DATA PRIVACY NOTICE

## The Benefice of Ilminster & Whitelackington



### 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 Vicar of St. Mary's Ilminster and St. Mary's Whitelackington is the data controller (contact details below). This means they decide, with the PCC (Parochial Church Council), how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Vicar and PCC of St. Mary's Ilminster and St Mary's Whitelackington complies 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 enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- 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 running in the Benefice.

### 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 necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
  - 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 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 or if legally required (e.g. Police).

### 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.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate; Safeguarding documents for 50 years.

### 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 holds about you;

- The right to request that the Benefice corrects 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 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 applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

## 8. Live streaming Privacy Notice

- Purpose - Recording or live-streaming services from our church in order to reach out to those who are unable to attend in person, or who wish to participate in our services remotely.

The categories of personal data we collect:

- Image

We also process “special categories” of information that may include:

- Religious belief

- The lawful basis for using your information - we collect and use personal data under the following lawful bases:
  - Explicit consent. By signing the Livestreaming Consent Form, you are consenting to us using your data for the purposes set out above.
- Consent can be withdrawn at any time, by contacting us using the contact details provided below.
- Who we share your information with - we will be sharing the recorded or live-streamed services with the general public, by uploading it to social media and other internet sites.
- How long do we keep your information? We will keep your data for 3 years, after which time we may renew your consent, and may remove the video.
- Your rights
  - The right to withdraw your consent at any time

## 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

To exercise all relevant rights, queries of complaints please in the first instance contact the Benefice Office, Minster Rooms, Court Barton, Ilminster TA19 0DU, telephone 01460 57811 or email [office@ilminsterpc.org.uk](mailto:office@ilminsterpc.org.uk)

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.