

NORTH WESTMORLAND BENEFICE

Benefice Data Privacy Notice

1. What is personal data?

Personal data is information relating to a living individual, who can be identified from that data. Identification can be by the information alone or in conjunction with other information in the data controller's possession or likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Data controller

The North Westmorland Benefice takes the privacy of personal data very seriously. The data controller for Benefice purposes is the Priest-in-Charge, Revd Stephen Tudway.

3. How does the Benefice process personal data?

The Benefice complies with its obligations under the GDPR by keeping the personal data it stores up to date; by storing and destroying it securely; by not collecting excessive or unnecessary data; and by protecting data from loss, misuse, unauthorised access or disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Personal data is used in the benefice for the following purposes:

- To provide voluntary services for public benefit within the geographical area of the Benefice;
- To send communications, to those whose express consent has been given to the Benefice, for the purposes of promoting our own services, events and activities, and others related to our work, and for raising funds;
- To manage our employees and volunteers; and
- To maintain accounts and other financial records.

Benefice policy is to store personal data only in password-protected electronic systems that comply with appropriate industry standards. These are primarily the Microsoft Office 365 Business services associated with the northwestmorland.church domain and the ChurchSuite church management system.

Individual PCCs and their officers within the Benefice may store data such as Gift Aid declarations and related records in hard copy or in other systems.

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

We process data on the basis of express consent given by the subject of the data, or where necessary to carry out our legal obligations in connection with Gift Aid, employment, social security, charity or other laws.

5. Sharing your personal data

We treat personal data as strictly confidential. We only share data within the Benefice (with PCCs or other church members) in order to carry out the functions of the church. We do not share data with any third party outside the Benefice, except with specific consent of the data subject and on the basis that the third party complies with the GDPR (eg. where the contact details of certain PCC officers are notified to the Diocese).

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Church of England's guide "Keep or Bin: Care of Your Parish Records".

The PCCs within our Benefice retain electoral roll data while it is still current and Gift Aid declarations and associated documentation for up to 6 years after the calendar year to which they relate and parish registers of baptisms, banns, confirmations, marriages, burials and service until the registers are full or are legally required to be deposited in the Diocesan archive.

Unless an exemption under the GDPR applies, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Benefice or any PCC within the Benefice holds about you;
- The right to request that the Benefice, or any PCC within the Benefice, corrects any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for such data to be retained;
- The right to withdraw your consent to the processing at any time;
- The right to request that your data be provided in a form suitable for, and transmitted directly to, another data controller (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction be placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose which is 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.

To exercise any relevant right, make an enquiry or complain about the use of your personal data, please contact Revd Stephen Tudway using the contact details on our website, <https://northwestmorland.church/>

You can also contact the Information Commissioners Office directly, on 0303 123 1113, or via email. See <https://ico.org.uk/global/contact-us/email/> or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

