

DATA PRIVACY NOTICE

for the Benefice of Bengeworth, Hampton, Sedgeberrow and Hinton

This includes the Parochial Church Councils (PCCs) of
St. Peter's Bengeworth,
St. Andrew's Hampton (including Fairfield Church),
St. Mary's Sedgeberrow
and St. Peter's Hinton-on-the-Green

1. Your personal data – what is it?

Personal data is information that can identify a living individual. 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").

Please note that your use of our church websites – and the personal data collected by them - is regulated separately under another Privacy Policy which is available to view on the home page.

2. Who are we?

The PCCs of our churches are the 'data controller' c/o the Benefice Office (contact details below). This means the PCCs decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCCs of our four churches in the benefice comply with their 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 it.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public especially within the geographical area defined by the parishes our benefice;
- To administer membership records;
- To fundraise and promote the interests of the churches (which are charities) and other charities and causes to which our churches are committed at home and overseas;
- 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 our churches.

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

One or more of these legal reasons apply in each case:

- a) Where you have given your **explicit consent** for us to keep you informed about news, events, activities and services connected with the benefice and keep you informed about relevant wider church events and news;
- b) Where we or you have a **legitimate interest** in our making contact with you (eg invitations to past funeral contacts or baptism families to relevant services or events)
- c) Where processing your data is necessary for carrying out our **legal obligations** in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

All such processing is being carried out by us legally on the basis that we are a not-for-profit body with a political, philosophical, or religious aims provided that:

- 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 benefice with your consent.

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 [see Record Management Guides located at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>]

Specifically, we retain electoral roll data as required by church law; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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 PCCs of the benefice hold about you;
- The right to request that the PCCs of the benefice 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 the PCCs of the benefice to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and, where possible, to transmit that data directly to another data controller, (known as the right to data portability). *[This only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the data controller processes the data by automated means].*
- 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, *[This 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. 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 in the first instance contact the Benefice Administrators at:

The Benefice Office, Adjoining Hampton Vicarage, 54 Pershore Road, Evesham WR11 2PQ 01386 446381; asumsouth.office@hamptonchurch.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.