

THE BENEFICE OF ST NICHOLAS', HEDSOR AND ST MARK'S, BOURNE END

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" which came into force on 25th May 2018).

2. Who are we

The PCC of St Nicholas', Hedsor is the data controller for St Nicholas' data and the PCC of St Mark's, Bourne End is the data controller for St Mark's data. (Contact details below). This means the PCCs decide how your personal data is processed¹ and for what purposes.

3. What information do we collect

For church members, the information we collect will include:

- Name;
- Postal address;
- Email address;
- Telephone number;
- Contact preferences;
- Correspondence sent to you or received from you;
- Members status;
 - for example Electoral Roll and Registry entries
- Gift Aid status;
- Any other information provided by you.

4. How do we process your personal data

The PCCs of St Nicholas', Hedsor and St Mark's, Bourne End 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 personal data.

We use your personal data for the following purposes: -

- To administer Church records and registers;
- To fundraise and promote the interests of the Church;
- 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 at St Nicholas', Hedsor or St Mark's, Bourne End.
- To share your contact details with the Diocesan office so they can keep you informed about news in the Diocese and events, activities and services that will be occurring in the Diocese that may interest you.

5. 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 keep you informed about Diocesan events.
- Explicit consent of the data subject for photographs for the Church records.
- Processing necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

¹ Data processing is anything you do with data.

- Processing is carried out by a not-for-profit body with religious 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.

6. 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.

7. How long do we keep your personal data

Specifically, we retain electoral roll data while it is still current; 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.

Generally, 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 website².

8. 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 St Nicholas’, Hedsor or St Mark’s, Bourne End hold about you;
- The right to request that the PCCs of St Nicholas’, Hedsor or St Mark’s, Bourne End 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 St Nicholas’, Hedsor or St Mark’s, Bourne End 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 processing is based on legitimate interests (the performance of a task in the exercise of official authority; direct marketing and processing for the purposes of historical research and statistics);
- The right to lodge a complaint with the Information Commissioners Office.

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. Data Breach Actions.

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. The data controller will notify the ICO and the Diocesan Office of a data breach within 72 hours of being advised of a data breach.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Benefice Administrator (admin@parishesofhedsorandbourneend.co.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.

² 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>

**The Benefice of St Nicholas', Hedsor and St Mark's, Bourne End
GDPR Consent Form**

Your privacy is important to us, and we want to communicate with church members in a way which has their consent, and which is in line with UK law on data protection. As a result of a change in UK law, (GDPR effective from 25th May 2018) we now need your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form you are confirming that you are consenting to the PCCs of St Nicholas', Hedsor holding and processing your personal data for the following purposes¹
(please tick all the boxes where you grant consent):-

I consent to:

The PCC of St Nicholas' Church

Contacting me by

post phone email.

In order to

Keep me informed about news, events, activities and services at St Nicholas'

Include my details in the 'Church Directory' which is circulated to Church Members.

Share my contact details with the Diocese of Oxford so they can keep me informed about news, events, activities and services that will be occurring in the Diocese that may interest me.

You can withdraw or change your consent at any time by contacting the Benefice Administrator. (admin@parishesofhedsorandbourneend.co.uk) Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed: _____ Dated: _____

¹ You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Data Privacy Policy Notice" which is available from our website or from the Benefice Administrator. (admin@parishesofhedsorandbourneend.co.uk)