

**All Saints Church Great Oakley
St Mary the Virgin Wix
All Saints Church Wrabness
St Edmund King & Martyr Tendring
St Leonard & St Mary Beaumont-cum-Moze**

Data Privacy Notice

Introduction

The churches of All Saints Great Oakley, St Mary the Virgin Wix, All Saints Wrabness, St Edmund King and Martyr Tendring, St Leonard & St Mary Beaumont-cum-Moze, holds “personal data”, information which relates to a living individual who can be identified from that information (including where identification is from any other information in our possession). It’s your information, it’s personal and we respect that.

The PCC’s and the incumbent are each a “data controller” – that is to say, they decide how the personal data we hold is processed and for what purposes. The processing of personal data is governed by the General Data Protection Regulation (the GDPR) which is part of the Data Protection Act 2018. The churches of Great Oakley, Wix, Wrabness, Tendring and Beaumont-cum-Moze are committed to complying with the GDPR in relation to the personal data they hold. In this statement we explain how we will use your data, provide an overview of your rights and indicate where you can get further information from

How do we process your personal data?

All Saints Great Oakley, St Mary’s Wix, All Saints Wrabness, St Edmund Tendring, St Leonard & St Mary Beaumont-cum-Moze collects data when interacting with individuals in the course of its activities. Generally, you will have given us the data in the first place. Our churches comply 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 comply with the PCC’s charitable objects of promoting the whole mission of the church in the Parishes of Great Oakley, Wix, Wrabness, Tendring and Beaumont-cum-Moze.
- To fundraise and promote the interests of our charitable activities;
- To manage our employees and volunteers;
- To provide cure of souls and pastoral care in our Parishes, including baptisms, weddings and funerals;
- To organise contributions to worship;
- To run fellowship groups and social activities;
- To administer the electoral roll;

- To raise funds to enable us to further the mission of our churches within the Parishes and beyond and to thank you for your contributions;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To comply with legal and regulatory obligations;
- To operate the website and social media accounts associated with the mission and ministry of the churches in the Parishes.
- To inform you of news, events, activities and services in the churches;
- To stay in touch.

What is the legal basis for processing your personal data?

We rely on the following bases, which are permissible under the GDPR:

“Where processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects”

“Where the data subject has given consent to the processing of his or her personal data for one or more specific purposes”

“Where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.”

“Where processing is necessary for compliance with a legal obligation to which the controller is subject.”

“Where processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.”

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 – other than those mentioned above - with your consent.

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 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

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 that we hold;
- 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 or destroyed where it is no longer necessary for it to be retained;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- 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);
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy 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.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Revd Liz Barnes, Rectory, Wix Road, Great Oakley, CO12 5BJ

For more information about the GDPR or to lodge a complaint, you should contact the Information Commissioner's Office. You can contact the Information Commissioner's 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.

Date: May 2019