



DATA PRIVACY NOTICE

The United Benefice of Christ Church and Oulton with Moddershall

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 put together 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), and the Data Protection Act 2018 (DPA).

2. Who are we?

The United Benefice of Christ Church and Oulton with Moddershall ('The Benefice') is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Benefice complies with its obligations under the GDPR and the DPA 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: -

- 3.1 To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- 3.2 To administer membership records;
- 3.3 To fundraise and promote the interests of the charity;
- 3.4 To manage our employees and volunteers;
- 3.5 To maintain our own accounts and records (including the processing of gift aid applications);
- 3.6 To inform you of news, events, activities and services running in the Benefice;
- 3.7 To provide a venue for community events;
- 3.8 To prevent crime, by the use of CCTV systems.

4. What are the legal bases for processing your personal data?

- 4.1 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.
- 4.2 Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 4.3 Gift Aid information will be used for the sole purpose of processing a claim. It will not be used for any other purposes without your consent.
- 4.4 As the Charity uses the Diocesan Payroll Agency, information is shared with the Lichfield Diocesan Board of Finance for processing purposes only and will not be used for any other purposes without your consent.
- 4.5 Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, namely the hire of the church centre and facilities.
- 4.6 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 Benefice with your consent, unless there is a law that allows us to share it.

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 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 a restriction under the DPA you have the following rights with respect to your personal data: -

- 7.1 The right to request a copy of your personal data which the Benefice holds about you;
- 7.2 The right to request that the Benefice corrects any personal data if it is found to be inaccurate or out of date;
- 7.3 The right to request your personal data is erased where it is no longer necessary for the Benefice to retain such data;
- 7.4 The right to withdraw your consent to the processing at any time, however the consequence might be that we can't do certain things for you.
- 7.5 The right to request that the Benefice provide you with your personal data.
- 7.6 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;
- 7.7 The right to object to the processing of personal data, (where applicable).
- 7.8 The right to make a complaint with the Information Commissioner's 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 Office on 01785 811990 or office@christchurchstone.org

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.