

BENEFICE OF KENSWORTH, STUDHAM AND WHIPSNADE DATA PROTECTION NOTICE

1. This notice applies to information and data held either by the Rector or by one of the following Parochial Church Councils (PCCs):

St Mary the Virgin, Kensworth;
St Mary the Virgin, Studham;
St Mary Magdalene, Whipsnade.

Your personal data – what is it?

2. 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 Rector's or one of the above PCC's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

Who are we?

3. The Rector and the individual PCCs are the data controllers in relation to data they each hold about you (contact details below). This means they decide how the personal data they hold is processed and for what purposes.

How do we process your personal data?

4. The Rector and the PCCs 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.

5. The Rector and the individual PCCs use your personal data for the following purposes: -

- to provide pastoral care to parishioners;
- to enable a voluntary service to be provided for the benefit of the parishioners and those who no longer live in the Parishes but have had a connection in relation to baptism, marriage or funeral;
- to administer membership records;
- to fundraise and promote the interests of the Churches;
- to manage volunteers;
- to maintain accounts and records (including the processing of Gift Aid donations);
- to inform you of news, events, activities and services at the Churches or in the Benefice or Diocese;
- to share your contact details between the Rector and the appropriate PCC so that they can keep you informed about news, events, activities and services that will be occurring in the Parish, Benefice and Diocese and in which you may be interested.

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 process your Gift Aid donations and keep you informed about Parish, Benefice and Diocesan events;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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 your consent.

Sharing your personal data

6. Your personal data will be treated as strictly confidential and will only be shared with the Rector and other members of your Parochial Church Council – not with any of the other two PCCs in the Benefice (unless the use is for a Benefice wide event in which you have consented to participate) – 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.

How long do we keep your personal data?

7. 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" on the Church of England website under 'Records Management'.

8. 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

9. 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 Rector or the appropriate PCC holds about you;
- the right to request that the Rector or the appropriate PCC corrects 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 Rector or the appropriate PCC to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the Rector or the appropriate PCC provide the data subject with his/her personal data;
- 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);
- the right to lodge a complaint with the Information Commissioner's Office.

Further processing

10. 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. This will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

11. To exercise all relevant rights, queries or complaints please in the first instance contact the Rector; Nicola Lenthall e-mail: revnicolalenthall@btinternet.com or 01582 872223.

12. You can contact the Information Commissioners Office on 0303 123 1113 write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.