



Churches of North  
Bradford on Avon  
& Villages

## DATA PRIVACY NOTICE

**The Parochial Church Councils (PCCs) of  
The Benefice of North Bradford on Avon and Villages  
Christ Church, Bradford on Avon; St James, South Wraxall;  
St Nicholas, Winsley; St Peter's, Monkton Farleigh**

### **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").

### **2. Who are we?**

The Rector and the PCCs of Christ Church, Bradford on Avon; St James, South Wraxall; St Nicholas, Winsley; St Peter's, Monkton Farleigh, **hereon referred to as the Benefice, are the data controllers** (contact details below). This means it decides how your personal data is processed and for what purposes.

Rector: Rev Ann Keating, 6 Millbourn Close, Winsley BA15 2NN

Email: [rev.ann.keating@btinternet.com](mailto:rev.ann.keating@btinternet.com)

Telephone: 01225 722230

### **3. How do we process your personal data?**

The Rector/Benefice complies 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 provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;

- To administer membership records;
- To fundraise and promote the interests of the charity;
- 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 our four churches in the Benefice;
- 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 and in which you may be interested.
- To maintain contracts e.g. leases in relation to a church hall.

#### **4. 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.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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 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 parish with your consent.

#### **6. How long do we keep your personal data<sup>1</sup>?**

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 footnote for link].

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

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<sup>1</sup> 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>

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 Benefice holds about you;
- The right to request that the Benefice 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 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 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) *[Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject 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, (where applicable) *[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 PCC Secretaries. Contact details can be found on the Benefice Website [www.nboachurches.co.uk](http://www.nboachurches.co.uk) or from the Benefice Administrator Email: [nboabenefice@gmail.com](mailto:nboabenefice@gmail.com) Tel: 01225 865046

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.

April 2018

Review date October 2018



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## 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, 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 Rector/Benefice holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):-

I consent to the church contacting me by ☐ post ☐ phone or ☐ email.

☐ To keep me informed about news, events, activities and services

☐ To include my details in the 'Benefice Directory' which is circulated to Church Members.

☐ To share my contact details with the Diocese of Salisbury so they can keep me informed about news, events, activities and services that will be occurring in the diocese

☐ All of the above

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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 "Privacy Notice" which is available from our website or from the Benefice Office.

You can withdraw or change your consent at any time by contacting the Benefice Administrator at Office 2, 1a Mount Pleasant, Bradford on Avon BA15 1SJ, Email [nboabenefice@gmail.com](mailto:nboabenefice@gmail.com) Tel: 01225 865046. 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.

*The four churches of the Benefice are Registered Charities*