

The Canonry Benefice Data Privacy Notice

For the churches of St Nicholas', Ash; St Mildred's, Preston; Elmstone Church; Holy Cross, Goodnestone; All Saints, Chillenden; St Mary's, Nonington; All Saints, Stourmouth – now referred to as “the Canonry Benefice” – and for the current Vicar, Reverend Caroline Turvey (the “Incumbent”)

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 Canonry Benefice and the Incumbent are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Canonry Benefice and the Incumbent 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 members of the public and our Church in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the Benefice and the Churches within it.
- 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 within The Canonry Benefice and the Diocese;
- To administer our commercial activities, including the occasional hire of the church.

4. What is the legal basis for processing your personal data?

Our lawful basis for processing your data will be one of the following:

- where you have given us your explicit consent so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.
- where processing is necessary for carrying out our legal obligations such as in relation to Gift Aid and the Electoral Roll, or under employment, social security or social protection law, or a collective agreement;
- where processing is necessary for the legitimate interests of the Canonry Benefice and the Churches within it, such as administering church groups and rotas, running the Meal Train and the Village Warm Space and Childrens activities. Much of this data will be stored within ChurchSuite which is one of our database resource;
- where processing is necessary for the fulfilment of contracts, such as the hiring of the church; or works to the church or churchyard;
- where the processing is necessary in order to protect the vital interests of the data subject or of another natural person under GDPR Article 6(1)(d)

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, or with certain third parties outside of the Benefice, as set out in Annex A or where it is necessary in order to protect your vital interests or of another natural person under GDPR Article 6(1)(d).

6. How long do we keep your personal data? ¹

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 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 Canonry Benefice and the Incumbent holds about you;
- The right to request that The Canonry Benefice and the Incumbent 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 Canonry Benefice and the Incumbent 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 Canonry Benefice Administrator at:
thecanorybenefice@gmail.com

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.

Appendix A

ChurchSuite

Meal Train

Mailchimp

Life Events Diary (weddings, baptisms and funerals)

¹ 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>