

DATA PRIVACY POLICY NOTICE

Revd. Sean Brassil (Vicar of Whitchurch)

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. It can also include photographic representations of the individual. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who am I?

The Reverend Sean Brassil of Whitchurch in Devon is the data controller (contact details below). This means I decide how your personal data is processed and for what purposes. I will only use it and keep it according to the guidelines below.

3. How do I process your personal data?

I comply with my 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.

I use your personal data for the following purposes: -

- To enable me to provide a voluntary service for the benefit of the public in the parish of Whitchurch, in the Tavy Mission Community and across the Church of England. These are to discharge my duties as Vicar and to minister to those in need.
- To administer records of churchgoers;
- To fundraise and promote the interests of the church;
- To manage church employees and volunteers;
- To maintain my own accounts and records;
- To inform you of news, events, activities and services running in Whitchurch parish and in Tavistock area;
- 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.

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 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 data¹?

I 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, I retain electoral roll data and associated paperwork for up to 6 years after the calendar year to which they relate; and details of baptisms, marriages, funerals permanently. I also keep personal notes of meetings and decisions for as long as required. (Up to 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 I hold about you;
- The right to request that I 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 me to retain such data;
- The right to withdraw your consent to the processing at any time
- 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 me; the Vicar of Whitchurch (in Devon). My contact details are:

Revd. Sean Brassil – Vicar of Whitchurch

Email: vicar@whitchurchcofe.uk

Tel: 07510 703658

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.

Signed

Sean Brassil

30th May 2019

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>