

DATA PRIVACY NOTICE

The Parochial Church Councils (PCCs) of East Tuddenham, Hockering, Mattishall, North Tuddenham, Welborne and Yaxham

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 parishes specified in the list above form the Mattishall and Tudd Valley Benefice (a group of parishes working together). Their PCCs are the *data controllers* (contact details below). This means they decide how your personal data is processed and for what purposes. Each parish processes its own data (and is therefore a *data processor*) and the parish of Mattishall also handles data on behalf of all the parishes and is thus a *data processor* for those parishes in addition to being the *data processor* for its own data.

3. How do we process your personal data?

The above 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.

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;
- 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 relating to 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.
- (Amended August 2020) To comply with the Governments requirements for its Covid-19 Track and Trace" programme.

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 benefice with your consent. (Amended August 2020) The one exception to this is if the Government's Covid-19 Track and Trace program requests your contact details. We will share only the details specifically recorded for that purpose.

6. How long do we keep your personal data¹?

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 to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

(Amended August 2020) Contact details recorded *in addition to our normal recording*, i.e. as required for the Governments Covid-19 “Track and Trace” programme will only be held for 21 days.

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 above PCCs hold about you;
- The right to request that the above PCCs correct 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 above PCCs 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.

(Amended August 2020) The one exception to this is the handling of data recorded specifically for the Government’s Covid-19 “Track and Trace” programme. Please see Section 5 above.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Benefice Administrator at Church Office, Church Rooms, Dereham Road, Mattishall, Dereham, NR20 3QA (telephone 01362 858873 or e-mail contact@matvchurch.uk).

You can contact the Information Commissioners Office on 0303 123 1113 or via e-mail <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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>