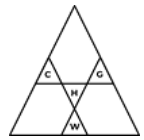


Data Privacy Notice – CHW Churches



THE BENEFICE OF COXLEY WITH GODNEY, HENTON AND WOKEY (KNOWN AS CHW CHURCHES)

JOINT DATA CONTROLLERS: The PCCs of the parishes of Coxley with Godney, Wookey and Henton and the Incumbent

DATA PROTECTION LEAD: Katrina Dryburgh

DATE OF POLICY: 10th February 2022

This is the Data Privacy Notice and policy for the Benefice of Coxley with Godney, Henton and Wookey (CHW Churches) and the Incumbent of the Benefice. It covers how we will process (use and store) your data, what data we hold, your individual rights and how you can interact with us about your data. As with all Data Privacy Notices, it is quite long, but don't let that put you off reading it. And if you need to, you are welcome to get in touch with our Data Protection Lead. We are here to help!

1. YOUR PERSONAL DATA – WHAT IS IT?

Personal data is any data about a living individual which allows them to be identified from that data (for example name, postal address, email address, contact numbers, photographs, or videos). Identification can be by the data alone or in conjunction with any other data. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. WHO ARE WE?

This Data Privacy Notice is provided to you by the PCCs of the parishes of Coxley with Godney, Henton and Wookey and the Incumbent being the Joint Data Controllers for your data. This means it decides how your personal data is processed and for what purposes. For clarity, the term Data Controller covers all employed staff members, office holders and trustees for the parishes in the Benefice of Coxley with Godney, Henton and Wookey.

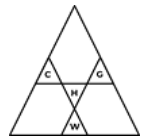
3. HOW DO WE PROCESS YOUR PERSONAL DATA?

CHW Churches 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 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 CHW Churches as a benefice or as individual parishes
- To manage our employees, office holders, members and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To prepare for, organise and perform ecclesiastical and legal services, for example: baptisms, marriages, funerals, and burials.
- To inform you of news, events, activities, course and services running within or run by the benefice of Coxley with Godney, Henton and Wookey

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- To share your contact details with the Diocese of Bath and Wells so they can keep me informed about news, events, activities and services that will be occurring in the diocese and which are directly relevant
- To celebrate or remember a life event connected to you, such as wedding and baptism anniversaries or sympathy anniversaries
- To comply with and facilitate our safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.

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 benefice and 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. Retaining safeguarding records and Gift Aid declarations are examples of this. Also, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.;
- 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.

It should be noted that most of our data is processed because it is necessary for our legitimate interests to enable our charitable and missional aims. For example, maintaining membership records, safeguarding our children, recording our financial donations and operating team rotas for the effective function of church services.

As a religious organisation, we are permitted to process information about your religious beliefs to administer membership or contact details.

We may also process data if it is necessary for the performance of a contract with you, or to provide a direct service to you. For example, if you buy tickets for a church event.

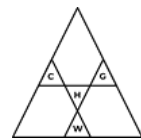
5. SHARING YOUR PERSONAL DATA

You can be reassured that 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 YOU KEEP PERSONAL DATA?

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. 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>

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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.

In addition, we will keep some records permanently if we are legally required to do so. For example, this covers service, wedding, baptism, funeral/burial registers and some safeguarding records.

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: (When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.)

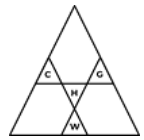
- The right to access information we hold on you. At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- The right to request that CHW Churches corrects any personal data if it is found to be inaccurate or out of date. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought. (You can withdraw your consent easily by email, or by post (see Contact Details below).)
- 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 have your information erased. If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- The right to object to processing of your data. You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- The right to lodge a complaint with the Information Commissioner's Office. 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.

8. TRANSFER OF DATA ABROAD

Our social media site, our website, web pages on A Church Near You and our CHW calendar are accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas, however it is our general practice not to publish any personal data on our website or in our printed publications unless consent has been gained.

9. FURTHER PROCESSING

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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.

CONTACT US:

If you have any queries or concerns about how we use your data, please do get in contact with us. Our Data Protection Lead is Katrina Dryburgh who can be contacted by:

- Address: c/o The Vicarage, Vicarage Lane, Wookey, Wells, Somerset, BA5 1JT
- Email: benadmin@chwchurches.co.uk