



## Benefice of Alcester Minster DATA PRIVACY NOTICE

**The Benefice of Alcester Minster (hereafter referred to as 'Alcester Minster') comprises the Parochial Church Councils (PCCs) of Alcester, Arrow with Weethley, Coughton with Sambourne, Haselor, and Kinwarton with Great Alne**

### **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?**

We, the PCCs of Alcester Minster, have an individual responsibility for data protection [contact details below] and we decide how your personal data is processed and for what purposes.

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

The PCCs of Alcester Minster 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 personal data for the following purposes:-

- To enable us to provide a voluntary service for the benefit of the public in the area served by Alcester Minster;
- To administer membership records;
- To fundraise and promote the interests of Alcester Minster;
- 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 in Alcester Minster;
- (When fulfilling a PCC role in Alcester Minster) 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?**

The legal basis will be one of the following:

- **Explicit consent.** We will ask you for your consent in order to keep you informed about news, events, activities and services in the Alcester Minster and diocesan events, or to be included in the 'Minster Directory'.
- **Legitimate activity.** This is where we process information in order to administer your wedding or baptism or similar.
- **Legal obligation.** This is where we are required in law to process information (eg gift aid records and wedding banns etc).

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

We will keep your data no longer than necessary.

## **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 Alcester Minster holds about you;
- The right to request that Alcester Minster 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 Alcester Minster 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 [*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 [*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 Commissioner's 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 Administrator of Alcester Minster Churches:

01789 509 278 or 07840 284294

[administrator@alcesterminster.org](mailto:administrator@alcesterminster.org)

c/o Alcester Minster Office, Church House, 17 Butter Street, Alcester, Warwickshire, B49 5AL

You can contact the Information Commissioner's 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.

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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>