

# **DATA PRIVACY NOTICE**

## **The Benefice of Richmond with Hudswell and Downholme and Marske**

### **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 Rector, together with the PCC of Richmond with Hudswell and the PCC of Downholme and Marske 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 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 maintain and publish the Electoral Roll;
- To contact our PCC members, and provide their details to The Charity Commission;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To administer rotas of church duties, and teams or groups such as choirs, bell-ringers, Prayer Groups, 200 club members, magazine recipients, Fun-Key attenders etc;
- To comply with the laws on Safeguarding;
- To provide pastoral care and bereavement support;
- To complete Parish registers and certificates of Baptisms, Marriages and Funerals;
- To administer any current appeal.

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

- Consent from you for your data only to be used for the specific purpose for which it was provided.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law;
- Processing is carried out by a not-for-profit body with religious 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 the specific purpose within the church. We will not share your data with third parties outside of the parish unless we obtain your consent.

### **6. How long do we keep your personal data?**

We keep personal data for as long as you are a member of the particular group or team.

Specifically, we retain electoral roll data, gift aid declarations and associated paperwork for 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 Richmond with Hudswell PCC, holds about you;
- The right to request that the relevant PCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased when there is no longer a need for its retention.
- 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 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 Privacy Notice, then we will provide you with a new notice. This new notice will explain 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 PCC Secretary at Richmond with Hudswell PCC, The Rectory, Church Wynd, Richmond DL10 7AQ

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.

*Document Control:*

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