

The Scarrowbeck Benefice

(The Parochial Church Councils of Alby, Erpingham and Thwaite)

Data Privacy Notice

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 Scarrowbeck Benefice ("the Benefice") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes. The Benefice is made up of Alby, Erpingham and Thwaite Parochial Church Councils.

3. How do we process your personal data?

The Benefice 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 personal data for the following purposes: -

- To enable us to provide a voluntary service delivering the mission of the Church of England for the benefit of the public in the parishes of Alby, Calthorpe, Erpingham, Ingworth and Thwaite;
- To minister to you and provide you with pastoral and spiritual care and to organise services for you such as baptisms, confirmations, weddings and funerals;
- To enable us to meet all legal and statutory obligations (which include maintaining and publishing electoral rolls in accordance with the Church Representation Rules);
- To carry out safeguarding procedures with the aim of ensuring that children and vulnerable adults are provided with safe environments;
- To fundraise and promote the interests of the churches within the Benefice;
- To manage our members and volunteers including displaying lists in churches of those performing specific tasks;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To inform you of news, events, activities and services running in the Benefice, including information about appeals and other fundraising activities;

- To share your contact details with the diocesan office of the Diocese of Norwich 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;
- To operate the Benefice website and newsletter “Keeping in Touch”;
- At Erpingham Church only, our processing also includes the use of CCTV for the prevention and prosecution of crime.

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

- Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England);
- 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. For example, under the Church Representation Rules to administer and publish the electoral roll and under church law to announce forthcoming weddings, by publishing banns of marriage.
- 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;
- Processing relates to personal data which you have manifestly made public;
- We may process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. For example, processing your data in connection with the hire of church facilities or stalls at events.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties where it is necessary for purposes connected with the churches within the Benefice. We will only share your data with third parties outside of the Benefice with your consent.

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.

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: -

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>

- The right to request a copy of your personal data which the Benefice holds about you;
- The right to request that the Benefice 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 Benefice to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Benefice provides you with your personal data and where possible, to transmit that data directly to another data controller;
- 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 your personal data, (where applicable);
- 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 Privacy 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 Secretary of your Parochial Church Council.

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.