

DATA PRIVACY NOTICE

The Benefice of Bromham with Oakley and Stagsden (the Benefice)

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 Data Protection Act 2018 (the Act) which is the UK's implementation of the General Data Protection Regulation (GDPR).

2. Data Controller(s)

Within the Benefice there are 3 separate Data Controllers as defined by the Data Protection Legislation. They are:-
Bromham Parochial Church Council, Benefice Office, Avoca House, Molivers Lane, Bromham, Beds MK43 8JT
Oakley Parochial Church Council, Benefice Office, Avoca House, Molivers Lane, Bromham, Beds MK43 8JT
Stagsden Parochial Church Council, Benefice Office, Avoca House, Molivers Lane, Bromham, Beds MK43 8JT
together the 'Data Controllers'.

3. Why we collect and use your personal data

Personal information is collected to enable the Data Controllers to provide a range of services to members of the churches within the benefice and to the communities they serve. These include:-

- To provide a voluntary service for the benefit of the public in a particular geographical area as specified in the constitution;
- To administer membership records;
- To fundraise and promote the interests of the churches;
- To manage employees and volunteers;
- To operate the Benefice website and social media pages
- To process Gift Aid applications
- To provide services such as weddings, funerals, burials and baptisms
- To publish a weekly pew leaflet and monthly newsletter
- To inform individuals of news, events, activities or services running at the churches

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

We collect and use information under one or more of the following legal bases:

- Legal obligation- we need to process your information to comply with the law, for example collecting your information regarding Gift Aid to meet HMRC requirements
- Contract- we need to process your information as part of a contract such as a contract to provide wedding, baptism or funeral services
- Legitimate Interest- we need to process your information in order to undertake our tasks and duties. A Legitimate Interest Assessment has been made and copies of Assessments can be requested from the Benefice Administrator
- Legitimate Activity- The Data Controllers process religious belief data and this is considered Special Category data under the Act. Processing of this data is carried out by the Data Controllers as not-for-profit bodies with a religious aim and the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes) for example organising a baptism service
- Processing relates to personal data manifestly made public by the data subject – for example data entered into marriage, baptism and burial registers and membership of the Electoral Roll
- Consent- we need your permission to use your information. Where we require consent to use your information, we will make it clear when we ask for consent and explain how to go about withdrawing consent

We will only use your personal data for the uses and purposes set out above, unless we need to use it for another reason compatible with the original use and purposes. If we need to use your personal data for an unrelated purpose, we will notify you and will explain the legal basis which allows us to do so.

5. Sharing your personal data

Your personal data will be shared with other members of the Benefice in order to carry out a service to other church members or for purposes connected with the churches. We may share your personal data with other bodies when required to do so by law for example HMRC for Gift Aid declarations. We will share your personal data with other outside bodies when we have a reason to do so covered by a lawful basis listed above.

6. How long do we keep your 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 https://www.churchofengland.org/sites/default/files/2017-11/care_of_pariah_records_keep_or_bin_-_2009_edition.pdf. 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: -

- The right to request a copy of your personal data which the Data Controllers hold about you;
- The right to request that the Data Controllers 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 Data Controllers to retain such data;
- 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. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Benefice Administrator through the Benefice Office on 01234825454 or administrator@bromhambenefice.org.

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