

DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of St Paul's Church, Bentley Common

This Privacy Notice is provided by the PCC of St Paul's, Bentley Common to explain what to expect when we collect and process your personal information in accordance with the UK GDPR (which incorporates the Data Protection Act).

Data Controller

The data controller is:

The Benefice Administrator, The Rectory, 2 Church Road, Kelvedon Hatch CM14 5TJ

01277 373486

benkelnav.three@btinternet.com

For more information, please go to: www.benkelnav.org.uk

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1. Why we collect and use your personal data?

The PCC complies with the 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:

- Name and contact details - to inform you of news and information about events, activities, and services within the parish and also the Diocese of Chelmsford
- Names and contact details – to maintain records such as the processing of gift aid applications
- Names and contact details - to share contact details with the Diocese of Chelmsford if you hold a key responsibility with the church i.e. PCC Treasurer, so they can keep you informed about what is happening and what you need to be aware of within the Diocese
- Names and contact details – for safer recruitment applications for roles within the church
- Recording and uploading, or live streaming services from church, online in order to reach to those who are unable to attend in person
- Managing the media release forms in relation to the filming and streaming of church services

2. The categories of personal data we collect are:

- Name and contact details
- Visual images (photographs, video, live streaming)

We also process other categories of information that may include:

- ethnic origin;

- health;
- religious belief – by taking part in a service this may indicate religious belief

3. The lawful basis for processing your personal data is:

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc

4. Where we collected your data from:

- Funeral Director
- Baptism application forms
- Wedding Banns
- Volunteering application forms
- Letters / emails sent by yourself (or via the 'achurchnearyou' website)

5. Sharing 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 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 data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

Specifically, we retain Electoral Roll data while it is still current, gift aid declarations and associated paperwork for up to six years after the calendar year to which they relate, and lastly parish registers – baptisms, marriages and funerals permanently.

7. Your rights and your personal data

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the PCC of St Pauls', Bentley Common holds about you (a Subject Access Request or 'SAR');
- The right to request that the 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 where it is no longer necessary for the PCC of St Paul's, Bentley Common to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).

- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

8. Concerns and/or complaints?

To exercise all relevant rights, or for queries or complaints please in the first instance contact:
The Benefice Administrator, The Rectory, 2 Church Road, Kelvedon Hatch CM14 5TJ
01277 373486 benkelnav.three@btinternet.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email:
<https://ico.org.uk/global/contact-us/email/>