

THE PAROCHIAL CHURCH COUNCILS OF THE TEN VILLAGES

**St Mary the Virgin, High Easter
St Andrew's, Good Easter
St Margaret's, Margaret Roding
St Mary the Virgin, Great Canfield
All Saints, High Roding
St Mary the Virgin, Aythorpe Roding**
South Rodings – Leaden Roding, White Roding, Abbess Roding and Beauchamp Roding

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, or likely to come into our possession. The processing of personal data is covered by the General Data Protection Regulation (GDPR), which comes into force on 25 May 2018.

In this statement we explain how we will use your data, provide an overview of your rights and indicate where you can get further information from.

2. Who are we?

The villages of the Rodings, Easters and Great Canfield consist of 10 village churches, three benefices and seven Parochial Church Councils, (PCCs). Each of the PCCs is a 'Data Controller' for the administration of the parishes and the Parish Priest is a 'Data Controller' for pastoral care within the parishes. In this privacy statement, "we" may refer to either the PCCs (and its employees or volunteers) or the Parish Priest.

The parishes are currently split into two historic groups; The Six Parishes with six individual PCCs, (High Easter, Good Easter, Margaret Roding, Great Canfield, High Roding and Aythorpe Roding) and The South Rodings which is a single parish with one PCC (Leaden Roding, White Roding, Abbess Roding and Beauchamp Roding).

The Parishes will be served by one Parish Priest who also acts as chairman of each PCC; at the time of approving this policy the parishes are in vacancy. The Parish Priest is assisted by others including Authorised Local Preachers, the Children's Ministry Team and the Churchwardens. The Parishes are part of the Dunmow and Stansted Deanery and clergy from the Deanery and Chelmsford Diocese assist with our services and pastoral care from time to time.

Whilst each PCC continues to have responsibility for its own parish, all PCC's are part of the Ten Parish Group Ministry established in 2011 to encourage closer working and sharing of resources between us. As the churches in the ten villages work collectively we will need to share the personal data we hold with each other so that we can carry out our responsibilities to the Church and our communities. As a result, the seven PCCs and the Parish Priest will also be joint Data Controllers which means we are all responsible to you for how we process your data.

3. How do we process your personal data?

We comply with our 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 data for the following purposes:

- To enable us to comply with the PCC's charitable objects of promoting the whole mission of the church in the Parishes;
- To provide cure of souls and pastoral care in the Parishes, including baptisms, weddings and funerals;
- To organise contributions to worship;
- To run events, fellowship groups and social activities;
- To administer the electoral roll and other membership records;
- To raise funds to enable us to further the mission of the church within the Parish and beyond and to thank you for your contributions;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees and volunteers;
- To comply with our legal and regulatory obligations;
- To operate the websites;
- To maintain records and registers;
- To inform you of news, events, activities and services in the Ten Villages, Dunmow and Stansted Deanery and the Chelmsford Diocese.
- To stay in touch.

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

Depending on the circumstances, we rely on one or more of the following legal bases for processing:

- Explicit consent of the data subject;
- Processing is necessary to comply with our legal obligations;
- Processing is necessary for performance of a contract;
- Processing is necessary to protect vital interests; and
- Processing is necessary to pursue legitimate interests.

To the extent that the personal data reveals religious beliefs, we also rely on the following legal bases for processing:

- Explicit consent of the data subject;
- Processing is necessary for carrying out our obligations under employment, social security or social protection law;
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes;
- Processing is carried out by a not-for-profit body with a religious aim in the course of its legitimate activities and:
 - 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; or
- processing is necessary for reasons of substantial public interest.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will not use your personal data for purposes other than those for which it was provided or share your data with third parties outside of the Parishes without your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guide “Keep or Bin: Care of Your Parish Records” which is available on the Church of England website.¹

7. Your rights and your personal data

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

- The right to request a copy of your personal data that we hold;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased or destroyed where it is no longer necessary for it to be retained;
- The right to withdraw your consent to 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 object to the processing of personal data where applicable; and
- 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 Notice, 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 contact our Parish Administrator at parishadministrator@thesixparishes.org.uk or 01245 231798.

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.

Date: 22 May 2018

Review: May 2019

¹ Church of England Record Centre Records Management Guide No. 1, Revised 2009, <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.