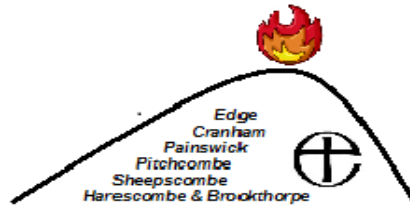


The Beacon Benefice

Data Privacy Notice



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 2016/679 (the "GDPR")¹].

Who are we?

The Beacon Benefice is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The Beacon 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 our clergy, churchwardens, and Mission and Pastoral Care Teams to provide pastoral care to our parishioners
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and to promote the interests of the charity;
- To manage our employees and volunteers
- To maintain our own accounts and records.
- To operate The Beacon Benefice web site and deliver the services that individuals have requested.
- To inform individuals of news, events, activities or services running at [*insert name of relevant body/church*].
- To share your contact details with the diocesan office so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are relevant to the role you are undertaking.
- To process gift aid applications.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered

What is the legal basis for processing your personal data?

- Consent of the data subject;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary to protect the vital interests of a data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

In dealing with Sensitive Personal Information:

- Explicit consent of the data subject
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is necessary to protect the vital interests of a data subject or another individual where the data subject is physically or legally incapable of giving consent;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - Processing relates to personal data manifestly made public by the data subject;
 - Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity;
 - Processing is necessary for reasons of substantial public interest on the basis of EU or Member State law;
 - Processing is necessary for reasons of preventative or occupational medicine, for assessing the working capacity of an employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of EU or Member State law or a contract with a health professional;
 - Processing is necessary for the reasons of public interest in the area of public health;
 - Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.

[Where the personal data are collected direct from the data subject, the data subject must be informed whether he or she is obliged to provide the personal data and the consequences, if he/she does not provide the data].

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the Vicar, the Administrator where necessary, and Churchwardens, and selected Retired Clergy. We will only share your data with third parties outside of the parish with your consent.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for a period of seven years in case of any legal claims/complaints;, and for safeguarding purposes etc. Where you have consented to have your name placed on a contact list or address book, we will review this consent with you annually.

Your rights and your personal data

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

- 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 provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) .
- 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, *(Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- The right to lodge a complaint with the Information Commissioners Office.

Your data will not be transferred abroad outside of the EU.

Your data will not be subject to automatic decision making, or sold to any third party not specified above.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

The PCC Secretary :

Benefice Administrator: The Lychgate Office, Stroud Road, Painswick GL6 6UT- 01452-814795

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.