

DATA PRIVACY NOTICE

The Greater Corsham and Lacock Team Ministry

1. Your personal data – what is it?

Personal data relates to a living individual (the data subject) 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 Greater Corsham and Lacock Team ministry consists of 4 parishes: St Bartholomew, Corsham; St John the Baptist, Gastard; St Cyriac, Lacock (with St Anne, Bowden Hill); St Philip & St James, Neston. The Greater Corsham and Lacock Team Council, is the data controller (day-to-day responsibility for which is delegated to the Team Administrator). This means the Team Council decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Greater Corsham and Lacock Team ministry 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 for the benefit of the public in a particular geographical area as specified in our constitution through the means of a Team website containing information to inform those accessing the site of news, events, activities and services running within the Team ministry and to fundraise and promote the interests of the charity by posting notices of events and activities.
- To afford specific people access to the Team website as Editors or Administrators.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- 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.

5. Sharing your personal data

Personal data will be treated as strictly confidential and will only be publicised on our website with the individual's prior consent. We will not share your data with third parties outside of the parish without 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, Personal Data for Website Administrators and Editors will only be kept for as long as they perform that role. Similarly personal data within the content of the website will only be displayed for as long as the item is valid or in the case of the Contacts page for as long as the person holds the role to which the data refers. On relinquishing the role, or time expiry of the content, the data will be destroyed. Regular reviews are undertaken within the year and the website is fully reviewed at least annually.

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 Greater Corsham and Lacock Team ministry holds about you;
- The right to request that the Greater Corsham and Lacock Team ministry 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 Greater Corsham and Lacock Team ministry to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller 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) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means e.g. passing to another church within the Team of Greater Corsham and Lacock.*].
- 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) [*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.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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 Team Administrator at office@corshamandlacockchurches.org.uk, Tel: 01249 701720

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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

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.