

**Rutland Water Benefice Ministry Team
the Rector, Assistant Priest, Licensed Lay Ministers and Benefice Treasurer**

and

The Parochial Church Councils (PCCs) of the Rutland Water Benefice:

St Mary the Virgin, Edith Weston

St Peter's, Empingham

St Martin of Tours, Lyndon

St Mary's, Manton

St John the Baptist, North Luffenham

St Nicholas, Pilton

St Peter & St Paul, Preston

St Mary Magdalene & St Andrew, Ridlington

St Michael & All Angels, Whitwell

St Per & St Paul, Wing

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 General Data Protection Regulation (the GDPR).

2. Who are we?

The Ministry Team and each PCC are the data controllers (contact details below) and decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Ministry Team and PCCs comply with their obligations under the GDPR by keeping personal data (such as names and contact details) 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.

The Ministry Team and PCCs use your personal data to: -

- provide pastoral care to parishioners within the Rutland Water Benefice;
- support the parishes and their volunteers;
- take services such as baptisms, marriages and funerals and support families afterwards
- inform you of news, activities and services in the Benefice.

The Benefice Treasurer uses data to:-

- maintain Benefice accounts and records.

The individual PCCs and their treasurers and electoral roll officers use data to:-

- maintain parish accounts and records;
- process of gift aid applications;
- fundraise and promote the interests of the parish.

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

Data is processed under Article 9 of the GDPR which allows processing to be carried out by a not-for-profit body with religious aim. 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.

We will seek explicit consent from you so that we can keep you informed about news, events, activities and services.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared within the Benefice to enable pastoral care or other purposes connected with the church. We will only share your data with third parties outside of the Benefice with your consent.

6. How long do we keep your personal data¹?

We keep data about church members and contacts for no longer than is reasonably necessary, 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, we keep information relating to baptisms, marriages and funerals until the service has taken place, retaining contact details to inform you of future related events.

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 we hold about you;
- The right to request that the Ministry Team and PCCs 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 Ministry Team and PCCs 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 object to the processing of personal data;
- 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, in the first instance please contact the Rector of the Benefice on 01780 721286 or email rectorrwb@gmail.com

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.

10. Review Date: April 2019

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>