

Bowthorpe Church 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 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?

Bowthorpe Church and the minister are the data controllers (contact details below). This means they decide how your personal data is gathered, stored, processed and for what purposes.

3. How do we process your personal data?

Bowthorpe Church 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, misuses, 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;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications, bequests, donations, gifts etc);
- To inform you of news, events, activities and services running in Bowthorpe;
- To share your contact details with the sponsoring denominations, should you hold a position within the church that requires this, so they can keep you informed about relevant news and events, activities and services that will be occurring in the area governed by the sponsoring bodies and in which you may be interested.

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 relevant events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- 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 with consent.

5. Sharing your 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 or for the 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 your personal data?

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.

Specifically,

1. we retain membership data while it is still current,
2. gift aid declaration and associated paperwork for up to 6 years after the calendar year to which they relate,
3. and parish registers (Baptisms, Marriages, Funerals) permanently.

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 Bowthorpe Church holds about you;
- The right to request that Bowthorpe Church 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 Bowthorpe Church to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controllers 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).
- The right, where there is a dispute in relation to the accuracy of 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 of the purpose 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 of complaints please, in the first instance, contact

1. The Church administrator via email: bowthorpechurch@gmail.com or via the office phone (01603 749614)
2. The minister via email or telephone
3. The church warden(s) via email or telephone

All contact details can be found on our standard notice sheet available in the front foyer of the church

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.

Bowthorpe Church is registered with ICO: registration reference Z1178112

Last reviewed by the Church Council June 2021

Next Church Council review: June 2023

Changes made 27/05/2022: Formatting changes only