

DATA PRIVACY NOTICE

Revd Julian Beauchamp as Rector of the United Benefice of Waverton with Aldford and Bruera

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 am I?

As the incumbent of the United Benefice of Waverton with Aldford and Bruera I am a data controller (contact details below). This means I decide how your personal data is processed and for what purposes.

3. How do I process your personal data?

Revd Julian Beauchamp 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.

I use your personal data for some or all of the following purposes: -

- To enable me to provide the necessary pastoral and spiritual service for the benefit of the public in a particular geographical area as specified in our constitution;
- To enable me to provide the necessary pastoral and spiritual ministry and/or oversight associated with the ordained incumbency role (such as visiting you when you are gravely ill or bereaved, or to organise and perform ecclesiastical services for you, such as baptisms, confirmations, weddings and funerals).
- To administer membership records;
- To manage employees and volunteers (such as staff, church members, church officers)
- To associated parties (organists, clergy, etc);
- To maintain accounts and records (including the processing of gift aid applications, contact details, and pastoral notes);
- To inform you of news, events, activities and services running in the Benefice;
- To promote the interests of the Churches in the Benefice;
- To enable me to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules);
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;
- To fundraise and promote the interests of the charity;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals and other fundraising activities;
- To process a grant or application for a role;
- I may collect personal data in some or all of the following ways;
 - Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to our mission, or where you provide them, I may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
 - Where you make donations or pay for activities such as use of a church hall/other premises financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

The data we process is likely to constitute sensitive personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide this information, we may also process other categories of sensitive personal data: racial or ethnic origin. And, where this is relevant, mental and physical health, details of injuries, medication/treatment received, and criminal records, fines and other similar judicial records.

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

- Most of my data is processed because it is necessary for the legitimate interests of the church or the legitimate interests of a third party (such as another organisation in the Church of England). An example of this would be safeguarding work in order to protect children and adults at risk. I will always take into account your interests, rights and freedoms.
- Some processing is necessary for compliance with a legal obligation. For example, I am required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- I will seek explicit consent to keep you informed about news, events, activities and services and keep you informed about local church and other diocesan events.
- I may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, HMRC and other statutory requirements.
- Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.
- Where your information is used other than in accordance with one of these legal bases, I will first obtain your consent to that use.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks, where you first give me your

prior consent, or in respect of a legal/statutory obligation. It is likely that I will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers.
- Other clergy or lay persons nominated or licensed by the bishops of the diocese to support the mission of the Church in our parish. For example, clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in the church's mission in support of our regular clergy;
- Other persons or organisations operating within the diocese as appropriate.
- On occasion, with other diocesan clergy where we are carrying out joint events or activities
- External statutory bodies (police, social care etc) where this is legally required.
- In the event of employee related tasks including payroll and pension provisions.

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].

Processing of the personal data in relation to the pastoral ministry of Revd Julian Beauchamp is necessary for the purposes of the legitimate interests of the data controller and in so far as any personal data relates to "special categories of personal data", the processing is a legitimate activity in order to manage and administer internal functions in relation to membership and/or those with whom Revd Julian Beauchamp has pastoral contact. It is not shared externally outside the institutional bodies that comprise the Church of England without your consent.

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 Revd Julian Beauchamp holds about you;
- The right to request that Revd Julian Beauchamp 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 Revd Julian Beauchamp 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*].

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/more/libraries-and-archives/records-management-guides>

- 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 Revd Julian Beauchamp at jules@stpeterswaverton.org.uk, or on 01244 336668.

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.