**DATA PRIVACY NOTICE**

**The Parochial Church Councils (PCCs) of Churches in the Marden Vale Team Ministry**

(Calne and Blackland; Christ Church, Derry Hill; St. John the Baptist, Foxham;

St. Martin, Bremhill)

**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 PCCs of the Churches (named above) in the Marden Vale Team Ministry are the data controllers. This means they decide how your personal data is processed and for what purposes. The Team Rector and Team Vicars of the Marden Vale Team Ministry when acting as data controllers also adhere to this policy. See below for details of how to contact us.

**3. How do we process your personal data?**

The PCCs of Churches in the Marden Vale Team Ministry comply with their 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 constitutions;
* To co-ordinate our pastoral work;
* 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);
* To fulfil our legal and professional obligations in relation to Health and Safety, Safeguarding, registration of marriage and other activities
* To inform you of news, events, activities and services running at benefice churches;
* To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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

* Legitimate interests of the data processor so that we can keep you informed about news, events, activities and services of the church where you have expressed a desire to be involved. You express this through joining one of the churches’ electoral rolls, joining a church gift aid scheme, or signing up for one of our newsletters.
* If you have not joined any element of the churches, but have attended one of our services we may also ask for your explicit consent to contact you again to advise you of future events.
* Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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 without 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 purposes connected with the church (for instance sharing a rota). 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[[1]](#footnote-1)?**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, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; 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 the PCCs of the Marden Vale Team Ministry hold about you;
* The right to request that the PCCs of the Marden Vale 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 PCCs of the Marden Vale Team Ministry to retain such data;
* The right to withdraw your consent to the processing at any time
* When we are processing data because you have given your consent, or to perform a contract with you, you have the right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (this is known as the right to data portability).
* 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;
* When we process data to provide you with information about the churches in the Marden Vale Team (marketing), in order to carry out our work (legitimate interests) or to produce research statistics, you have the right to object to the processing of personal data, (where applicable).
* The right to lodge a complaint with the Information Commissioners Office (contact details below).

**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 one of the Parish Administrators: Sadie Kenway on 01249 816522 or calnepcc@gotadsl.co.uk

 Diane Saxty on 07846 244726 or diane@mardenvale.org.uk

or at Church House, 30 Church Street, Calne, Wiltshire SN11 0HU

You may also email the Team Rector: rakenway@gmail.com

 or the Team Vicar: lscarter@btinternet.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.

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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> [↑](#footnote-ref-1)