

DATA PRIVACY POLICY

The Seven Towers Benefice

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 Seven Towers Benefice is the group of churches in Sandhurst, Down Hatherley, Norton, The Leigh, Staverton and Boddington ("the Benefice"). The Data Controller (that being the PCCs of the Benefice and the Benefice Office) decides how your personal data is processed and for what purposes. (Contact details of the Data Controller below).

3. How do we process your personal data?

The Seven Towers Benefice 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 administer membership records;
- To promote the interests of the churches;
- To manage our volunteers (rotas, thank you events);
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services in the Benefice;

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
- keep you informed about diocesan events.
- ensure 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 officers of the Benefice for purposes connected with the Benefice. We will **not** share your data with third parties outside of the Benefice, apart from with the Rector or Associate Ministers of the Benefice, without 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, 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 Data Controller holds about you;
- The right to request that the Data Controller 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 Data Controller 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 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 Policy, then we will provide you with a new policy 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 the Data Controller (office@seventowers.org.uk) or the Rector (Revd Suzanne Skepper).

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.