

# **General Data Protection Regulation (Personal Data)**

## **Introduction**

We (the Vicar and the PCC) each hold data about you: such as your name, address, telephone number and email address. You have probably given us this information in the first place, possibly many years ago. The handling of such personal data is now governed by the General Data Protection Regulation (GDPR) and we are now required to notify you about this and your rights and our responsibilities in regard to it. We have to state how your personal data is handled and for what purposes.

*Our obligations to you: we will keep personal data up to date and provide you with information about it on request; store and (if no longer required) destroy it securely; not collect or retain excessive amounts of data; and ensure it is appropriately protected from loss, misuse, and unauthorised access.*

## **How do we hold and handle your personal data? What is the legal basis?**

We hold data and use it for the purposes of our legitimate interests as a parish church within the Church of England in the course of our legitimate activities and on condition that this relates solely to our current or former members or to persons who have regular contact with us in connection with our purposes. It will not otherwise be shared or disclosed (for example, to any third party) without your express consent.

In some cases, we hold data as part of a legal obligation: for example, the Electoral Roll; the recovery of income tax under Gift Aid; baptism, wedding and funeral registers.

Some examples of how we use your data are these:

- administering membership records and operating rotas for volunteers and employees;
- fundraising and promoting our work;
- maintaining our accounts and records (including the processing of gift aid applications);
- informing you of news, events, activities and services running within our churches and beyond;
- generally enabling us to provide a service for the public benefit and in pursuance of our charitable objects.

## **How long do we keep your personal data?**

We aim to keep data in accordance with current best practice. Specifically, electoral roll data is kept while it is still current; gift aid declarations are kept while current and then for up to six years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) are retained permanently. Ultimately these registers are archived in Hereford at the County Record Office.

## **Your rights and your personal data**

You have the following rights with respect to your personal data held by us: -

- to request a copy of your data;
- to require that we correct any data if found to be inaccurate or out of date;
- to request your data is erased where it is no longer necessary for us to retain it;
- where there is a dispute about your data, to request a restriction is placed on further handling, unless we can demonstrate compelling grounds for doing so which override your interests;
- to lodge a complaint with the Information Commissioners Office: see paragraph 7.

## **New uses of your data**

If we wish to use your data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this and seeking your prior consent.

## **Contact Details**

Our details, as the data controllers to whom this Notice refers, are:

1. Rev Tim G J Starling, Vicar of the Wye Reaches Benefice (All Saint's, Bishopswood; St Peter's, Dixon; St Swithins, Ganarew; St Dubricius, Whitchurch; St James', Wyesham). His contact details are 07980204572 or revtimstarling@gmail.com
2. The PCC Secretaries of our 5 churches:

**Wye Reaches Policies: General Data Protection Regulations (Personal Data)**

- a. Bishopswood – Rev Tim G J Starling
- b. Dixon – Kate Richards (*Details available from Rev Tim GJ Starling*).
- c. Ganarew – Ann Herbert (*Details available from Rev Tim GJ Starling*).
- d. Whitchurch – Madeleine Newcombe (*Details available from Rev Tim GJ Starling*).
- e. Wyesham – Gwylfa Thomas (*Details available from Rev Tim GJ Starling*).

**To exercise all relevant rights, queries of complaints,** please in the first instance contact one or other of the above-named.

**You can also contact** the Information Commissioners Office on: <https://ico.org.uk/global/contact-us/email/> or 0303 123 1113 or at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Rev Tim G J Starling  
Vicar  
August 2024