



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 details is governed by the General Data Protection Regulation ("GDPR").

2. Who are we?

The PCC's of St Peter & St Paul, Blandford Forum and All Saints, Langton Long are the data controllers (contact details below in section 9). This means the PCC's decide how your personal data is processed and for what purposes across the whole of the Benefice.

3. How do we process your personal data?

The PCC's comply with their obligations under the "GDPR" by:-

- keeping personal data up-to-date
- storing and destroying it securely
- not collecting or retaining excessive amounts of data
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

The PCC's 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 St Peter & St Paul, Blandford Forum and All Saints, Langton Long;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at St Peter & St Paul, Blandford Forum and All Saints, Langton Long;
- To share your contact details with the Salisbury 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?

- Explicit consent by you so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan 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 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 benefice in order to carry out a service to other benefice members or for purposes connected with the benefice. We will only share your data with third parties outside of the benefice with your consent.

6. **How long do we keep your personal data**

We keep data in accordance with the guidelines set out in the guide *Keep or Bin: Care of your Parish Records* which is available from the Church of England website (see footnote 1.).

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to six 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 benefice holds about you.
- The right to request that the benefice 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 benefice to retain such data.
- The right to withdraw your consent to the processing of your personal data at any time.
- The right to request that the benefice provide you with your personal data and where possible, to transmit that data directly to another data controller (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 you and in either case the benefice processes the data by automated means).
- 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 the 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 purpose of scientific/historical research and statistics).
- The right to lodge a complaint with the Information Commissioners Office (see footnote 2.).

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 the Parish Admin Manager at the Parish Centre, The Tabernacle, Blandford Forum, DT11 7DW or 01258 456260 or office@bfpc.org.uk.

1. Details about retention periods can currently be found on the Church of England website at:-
<https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>