

# [Insert Church Name]

## GDPR DATA PRIVACY NOTICE

### 1. Your personal data – what is it?

The term “personal data” relates to a living individual who can be identified from that data. The identification process can be done 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 (GDPR). The term “data subject” refers to the person about whom data is held and/or processed.

### 2. Who are we?

The [Insert Church Name] is the data controller. This means it decides who your personal data is processed and for what purposes.

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

The [Insert Church Name] 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, unauthorized 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 constitution,
- To administer church records,
- To fundraise and promote the interests of the church,
- To manage our employees and volunteers,
- To maintain our own accounts and records (including the processing of benevolence applications),
- To inform you of news, events, activities and services running in the church,
- To share, when appropriate, your contact details with the church office so they can keep you informed about news in the church and events, activities and services that will be occurring in the church and in which you may be interested.

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### 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 benevolence donations and keep you informed about appropriate events,
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract, e.g. weddings and funerals,
- 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 non-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 with the strictest confidentiality 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. We will only share your data with third parties outside of the church with your consent.

### 6. How long do we keep your personal data?

We keep your personal data in accordance with the guidance set out in the [Insert Church Name] Records Retention Policy which is available upon request.

Specifically, we retain electoral roll data while it's still current and for six years thereafter; benevolence declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and church registers and/or software (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 [Insert Church Name] holds,

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- The right to request that [Insert Church Name] corrects any personal data if it's found to be inaccurate or out-of-date,
- The right to request your personal data be erased where it's no longer necessary for [Insert Church Name] 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*],
- 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 GDPR Data Privacy Notice, then we will provide you with a 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 contact [Insert Church Name] at [Insert Church Phone Number, Address and Email Address].