

# The Bridges Group of Parishes

*Lower Shuckburgh, Napton & Stockton, with Priors Marston, Priors Hardwick & Wormleighton*

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

### 2. Who are we?

The separate PCCS and Priest-in-Charge of the Bridges Group of Parishes are the data controllers. This means they decide how your personal data is processed and for what purposes.

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

The Bridges Group of Parishes 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 enable us to provide a voluntary service for the benefit of the public across our six parishes;
- To administer membership records;
- 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, services and initiatives across the Group;

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

There are several lawful bases for us processing your personal data, including:

- You have given us explicit consent so that we can keep you informed about local news, events, activities, services and initiatives.
- Processing is necessary for carrying out legal obligations e.g. in relation to Gift Aid or compliance with the Church Representation Rules;
- Processing is carried out by us as a not-for-profit body with a religious aim in our legitimate activities.

### 5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Group in order to carry out a service to other members or for purposes connected with the Group. We will only share your data with third parties outside of the Group with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

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:

- To request a copy of your personal data which the Bridges Group holds about you;
- To request that the Bridges Group corrects any personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for the Bridges Group to retain such data;
- To withdraw your consent to the processing at any time;
- To request a restriction is placed on further processing where there is a dispute in relation to the accuracy or processing of your personal data;
- To object to the processing of personal data 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;
- 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 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 the Group Administrator on 01926 812383 or [admin@thebridgesgroup.org.uk](mailto:admin@thebridgesgroup.org.uk).

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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<sup>1</sup> 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>