

DATA PRIVACY NOTICE

Waltham Group Churches, Diocese of Lincoln

The Rector & PCCs of All Saints, Waltham; St Matthew's, New Waltham; St Peter's Ashby cum Fenby; St Helen's Barnoldby le Beck; St Helen's Brisgley; and St Martin's, East Ravendale. This Data Policy applies to all churches in The Waltham Group 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 Rector and PCCs of the Waltham Group are the data controllers (contact details below). This means it decides how your personal data is processed and for what purposes.

Rector & PCC Chair: The Revd KimberlyBohan 01472 822172
kimberly@walthamgroupchurches.co.uk
95 High Street, Waltham DN37 0PN

3. How do we process your personal data?

The Rector and PCCs of the Waltham Group comply with their 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 provide pastoral care to parishioners and those associated with the church.
- To inform you of news, events, activities & services at Waltham Group Churches.
- 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 the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);

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 keep you informed about diocesan events.
(The consent form is linked below.)
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or 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 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 parish with your consent. We may store your data in electronic form for our own record keeping and to carry out the work of the church. This may include sharing your information with third-party GDPR complaint applications (MailChimp & Sendinblue for newsletters; Airtable for our own database, congregational lists, and administration; The Church of England's Pastoral Services Diary for Baptisms & Weddings).

6. How long do we keep your personal data?

We keep data for an initial period of up to six years, to keep in touch with you and to share news about the church. All data held will be revised in conjunction with the renewal of the Electoral Roll every sixth year.

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 Waltham Group holds about you;
- The right to request that the Rector and PCCs of The Waltham Group correct 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 rector and PCCs of The Waltham Group 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 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 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 Rector at Kimberly@walthamgroupchurches.co.uk, 95 High Street, Waltham DN37 0PN.

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.

**Waltham Group Churches
Data Consent Form**

If at all possible, we ask that you complete this form online by going to:

<http://bit.ly/WalthamGroupGDPR>

This helps us maintain records more easily and will allow us to process any changes you make to your consent more quickly. Otherwise, please fill in the form below, and return it to: The Revd Kimberly Bohan; 95 High Street; Waltham, DN37 0PN

Name:

Address (optional):

Email (optional):

Telephone (optional):

Mobile (optional):

Please tell us how you would like us to use your data;

- I wish to be on the email list for news, events & services (apx 1-2/ month)
- I wish to be on the email list for children's events
- You may contact me regarding fundraising and charity events
- You may send me occasional news by post (apx 2 – 3/ year)
- The clergy and ministry team may contact me pastorally and to invite me to share in events & services.

How would you like us to contact you?

- By email
- By phone (landline)
- By mobile
- By post

Signature _____

Today's Date _____

Please see reverse for more information.

Consent & Withdrawal of Consent

You can grant consent to all purposes, one of the purposes, or none of the purposes. Where you do not grant consent, we will not be able to use your data to contact you or to share news, except in certain limited circumstances, such as where required to do so by law or to protect members of the public from serious harm.

If you do grant consent, please note you can withdraw consent to all or any of the above purposes at any time by filling in a new consent form at <http://bit.ly/WalthamGroupGDPR>, or by emailing or writing to the rector:

The Revd Kimberly Bohan 01472 822172

kimberly@walthamgroupchurches.co.uk

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