

The Benefice of Witney uses personal data about living individuals for the purposes outlined in the Benefice Privacy notice (appended).

The Benefice recognises the importance of the correct and lawful treatment of personal data. All personal data, whether it is held on paper, on computer or other media, will be subject to the appropriate legal safeguards as specified in the General Data Protection Regulations 2018.

The Benefice of Witney fully endorses and adheres to the General Data Protection regulations. Employees, volunteers and church members who obtain, handle, process, transport and store personal data for the Benefice must adhere to these principles.

## The Principles

The principles require that personal data shall:

- be processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- be adequate, relevant and not excessive for those purposes;
- be accurate and, where necessary, kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept secure from unauthorised or unlawful processing and protected against accidental loss, destruction or damage by using the appropriate technical and organisational measures;
- not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## Maintaining confidentiality

All personal data is to be treated as private and confidential information and is not to be disclosed to anyone other than those who need access to the personal data in order to facilitate Pastoral Care and administration of the day-to-day ministry of the church.

There are four exceptional circumstances to the above permitted by law:

- Where we are legally compelled to do so
- Where there is a duty to the public to disclose
- Where disclosure is required to protect our interest
- Where disclosure is made at your request or with your consent

## Use of Personal Information

Use of personal data is for the purpose of Pastoral Care and Staff Administration which includes

- The Day-to-Day administration of the Church: e.g. Pastoral care and oversight including calls and visits, preparation of ministry rotas, maintaining financial records of giving for audit and tax purposes, Electoral roll, Membership of groups and committees.
- Contacting you to keep you informed of Church Activities

## Data storage

Data held by and on behalf of the Benefice of Witney will not be used for any other purposes than set out in this section.

Data is distributed among a number of computers (both Church and privately owned) and in paper format by those who have a need to either maintain, process or use the data.

A record of where data is located, what the data is, what it is to be used for and who maintains, process or uses the data is to be maintained by the Parish office under the authority of the Data Controllers. Due to the distributed nature of the data there is no obvious master data set, therefore, data which is master data is to be held by the Parish office, and is to be used to maintain subsidiary data sets. When the circumstances surrounding the holding of data change then the Parish office is to be notified of the changes.

The Rector and Team Vicar(s) will act on behalf of the Diocesan Board of Finance as the Data Controllers for the Benefice. They may further delegate data processor status to others for pastoral work.

Where data is stored electronically it is to be stored on a machine which is adequately protected physically and electronically with the latest updates to the operating system, antivirus, firewall and any other technical measures which are necessary.

Electronic data is to be password protected. On computers which are dedicated to Church use, logon passwords with appropriate inactivity time shall be the minimum protection. For other machines, file and/or programme passwords must be used to protect the data.

When data is no longer required, electronically held data is to be erased, ensuring that temporary files and backups are also erased, and paper records are to be shredded.

Personal information will not be passed onto any third parties outside of the church environment.

**Subject Consent:** The need to process data for normal purposes is communicated to all data subjects regularly. In some cases, if the data is sensitive, for example information about health, race or gender, express consent to process the data must be obtained.

**Retention of Data:** The Data Controllers, Parish Administrator and PCC Secretary review data held centrally at least annually and delete old data in accordance with *Keep or Bin?* All data processors, as recorded on the Parish Data Record, are responsible for keeping their own records up to date and informing the PCC Secretary of any changes. Data subjects are asked to inform the PCC secretary of updated information.

## Rights to Access Information

Employees and other subjects of personal data held by the Benefice of Witney have the right to access any personal data that is being kept about them on computer and also have access to paper-based data held in certain manual filing systems. This right is subject to certain exemptions: Personal Information may be withheld if the information relates to another individual.

## Subject Access

All individuals who are the subject of personal data held by the Benefice of Witney are entitled to:

- Ask what information that the Benefice holds about them and why;
- .Ask how to gain access to it;
- Be informed how to keep it up to date;
- Be informed what the Benefice is doing to comply with its obligations under GDPR.

Any person who wishes to exercise this right should make the request in writing to the Data Controller, using the standard letter which is available on line from [www.ico.gov.uk](http://www.ico.gov.uk)

The Benefice of Witney reserves the right to charge the maximum fee payable for each subject access request. If personal details are inaccurate, they can be amended upon request.

The Benefice of Witney aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 days of receipt of a completed form unless there is good reason for delay. In such cases, the reason for delay will be explained in writing to the individual making the request within the original 40 days.

Adopted by Witney PCC on 8 October 2018

Adopted by Minster Lovell PCC on 27 November 2018

Signed *Toby Wright*

Counter-signed *Charlotte Tremain* Witney PCC

Counter-signed *Judith Warwick* Minster Lovell PCC

Review date: 5 years from date of adoption

## Appendix

### DATA PRIVACY NOTICE



The Benefice of Witney consists of the churches of St Mary the Virgin, Witney; Holy Trinity, Witney, St John the Evangelist, Hailey; St John the Baptist, Curbridge and St Kenelm, Minster Lovell.

#### 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 benefice PCCs are the data controllers (contact details below). This means they decide how your personal data is processed and for what purposes.

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

The benefice PCCs 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 enable us to provide a voluntary service for the benefit of the public;
- 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);
- To inform you of news, events, activities and services in the benefice;

- To share your contact details with the 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 of the data subject 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 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.

#### 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: -

- The right to request a copy of your personal data which the PCCs hold about you;
- The right to request that the PCCs 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 PCCs 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*

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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/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

*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 of complaints please in the first instance contact the Parish Administrator at St Mary's Church, Witney, OX28 4AW 01993-779492 or [office@witneyparish.org.uk](mailto:office@witneyparish.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.