



## **RODINGS, EASTERES and GREAT CANFIELD BENEFICE**

### **Parochial Church Councils (PCCs)**

**St Mary the Virgin, Aythorpe Roding**

**St Andrew's, Good Easter**

**St Mary the Virgin, Great Canfield**

**St Mary the Virgin, High Easter**

**All Saints, High Roding**

**St Margaret's, Margaret Roding**

**South Rodings — Leaden Roding, White Roding, Abbess Roding and Beauchamp Roding**

## **DATA PRIVACY NOTICE**

This Data Privacy Notice is provided by the PCCs listed above which make up the benefice of the Rodings, Easteres and Great Canfield. Its purpose is to explain what to expect when we collect and process your personal data, that is information which relates to a living individual who can be identified from that information (including where identification is from any other information in our possession).

The processing of personal data is governed by the General Data Protection Regulation (GDPR), our PCCs, clergy, together with associated lay volunteers and administrators are committed to complying with GDPR in relation to your personal data.

In this Data Privacy Notice we explain how we will use your data, provide an overview of your rights, and indicate where you can get further information from.

### **1. Who are we?**

The PCCs listed above and the incumbent are each a 'data controller', they decide how the personal data we hold is processed and for what purposes. As the PCCs in the benefice work collectively we may need to share the personal data we hold with each other so that we can carry out our responsibilities to the church and our communities. As a result, the PCCs listed above and the Incumbent will also be joint Data Controllers which means we are all responsible to you for how we process your data.

In the rest of this Data Privacy Notice, we use the word "we" to refer to any or all of the above data controllers, as appropriate.

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

We collect data when interacting with individuals in the course of our activities, generally you will have provided us with the data. We comply with our obligations under 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 data for the following purposes:

- To enable us to minister to our communities and provide pastoral and spiritual care, and to organise and perform services, such as baptisms, confirmations, weddings, and funerals.
- To administer the electoral roll and other membership records;
- To fundraise to enable us to further the mission of the church and to thank you for your contributions;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees, office-holders and volunteers;
- To organise contributions to worship;
- To comply with our legal and regulatory obligations including safeguarding;
- To inform you of news, events, fellowship groups, activities and services in the benefice, Dunmow and Stansted Deanery and the Chelmsford Diocese.

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

Depending on the circumstances, we rely on one or more of the following bases for processing which are permissible under GDPR:

- Processing is necessary for our **legitimate interests**, or the legitimate interests of a third party (such as the Chelmsford Diocesan Board of Finance). For example holding office-holder's (churchwardens, PCC secretaries) personal data to support the day-to-day communications needed to run our churches.
- Processing is necessary for compliance with a **legal obligation**. For example, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
- Processing is necessary for the performance of a **contract** with you, or to take steps to enter into a contract. For example an employment contract.
- With your explicit **consent**. An example of this would be regular email newsletters providing information about our services and activities in the parish/benefice.

We are permitted to process personal data which may reveal religious or philosophical beliefs because we are not-for-profit bodies with a religious aim and because the processing relates only to members or former members (or those who have regular contact with us in connection with those purposes); and there is no disclosure of sensitive personal information to a third party without consent.

## 4. 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 personal data with third parties outside of the benefice, other than those mentioned above, with your consent.

We will also share your personal data if we think it necessary in order to protect the rights or safety of our church, our staff, any of our church members or volunteers, or any vulnerable person. We will share your personal data with the police or other authorities if required or appropriate to do so.

## **5. How long do we keep your personal data?**

We keep data in accordance with the guide “Keep or Bin: Care of Your Parish Records” which is available on the Church of England website.<sup>1</sup>

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.

## **6. Your rights and your personal data**

Unless an exemption under the GDPR applies, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data that we hold;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased or destroyed where it is no longer necessary for it to be retained;
- The right to withdraw your consent to 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; and
- The right to lodge a complaint with the Information Commissioners Office.

## **7. Further processing**

If we wish to use your personal data for a new purpose not covered by this Notice, 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.

## **8. Contact details**

To exercise all relevant rights, queries or complaints, please in the first instance contact our Parish Administrator at [admin@regc.org.uk](mailto:admin@regc.org.uk) or 01245 231798.

For more information about GDPR or to lodge a complaint, you should contact the Information Commissioner’s 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

This notice was approved by the PCCs between January and March 2024

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<sup>1</sup> Church of England Record Centre Records Management Guide No. 1, Revised 2009, [https://www.churchofengland.org/sites/default/files/2017-11/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf)