



Benefice of Bruton and District

DATA PRIVACY NOTICE

The Benefice of Bruton and District consists of the following 4 parishes:

- Bruton (with Wyke Champflower and Redlynch)
- Brewham
- Pitcombe
- Shepton Montague

This Data Protection Policy applies to each of the four parishes in the Benefice.

Introduction

From time to time our churches need to gather and use certain information about individuals. These can include parishioners, members of the congregation and other people the church has a relationship with or may need to contact.

This Notice explains how data (information) relating to individuals is used by the churches to ensure compliance with the law, which requires information to be collected and used fairly and stored securely.

Words/terms that are underlined are defined in the Glossary at the end of this document.

The processing of personal data is governed by the General Data Protection Regulations (the “GDPR”).

1. What is your personal data?

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 person to whom the data relates is known as the data subject.

2. Who are we?

The PCC of each parish (“the PCC”) is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC complies with its obligations under the GDPR by:

- keeping personal data up to date
- storing and destroying it securely
- not collecting or keeping excessive amounts of data
- protecting data from loss, misuse, unauthorised access and disclosure
- ensuring 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 the parish
- to administer membership records
- to fundraise and promote the interests of the church
- to manage our employees and volunteers
- to maintain our accounts and records (including the processing of gift aid applications)
- to inform you of news, events, services and activities running at any of the churches in the Benefice

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

- explicit consent of the data subject for specifically defined purposes
- the processing is necessary for meeting obligations under employment, social security or social protection law
- processing is carried out by the PCC provided:
 - the processing relates only to members or former members or those in regular contact with the PCC and church
 - 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 the parish with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records” which is available from the Church of England website.

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the tax 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 GDPR, you have the following rights with respect to your personal data:

- the right to request a copy of your personal data, held by the PCC
- the right to request that the PCC corrects 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 PCC to retain it
- the right to withdraw your consent to the processing at any time
- the right to object to the processing of personal data in certain situations
- 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 explain the purpose and processing conditions. Where necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, and for queries or complaints please contact the Benefice Office in the first instance: benefice@stmarysbruton.org

Church of England guidance on record handling: [Keep or Bin? The Care of Your Parish Records](#)

You can obtain further information from the Information Commissioners Office website at www.ico.org.uk and can contact the ICO by phone on 0303 123 1113 or by email via their website: <https://ico.org.uk/global/contact-us/>

Glossary (<i>Explaining the jargon</i>):	
Personal Data	Information relating to a living individual, who can be identified directly from that data or indirectly by reference to other data held
Processing	Anything done with personal data, including storing it
Data Subject	The individual whose personal data is processed
Data Controller	The person or organisation who determines what data is processed and how that data is processed. <i>The PCC is data controller for the administration of the parish. The Rector is data controller for data processed in relation to pastoral care.</i>

This policy was drafted in 2021 and is reviewed annually.