

DATA PRIVACY NOTICE

The Camelot Parishes

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 of the Camelot Parishes is the data controller for data held centrally by himself and within the Camelot Parishes Office. This means he decides how your personal data is processed and for what purposes. The Camelot Parishes Secretary is the data processor for data held within the Camelot Parishes Office (contact details below). [The individual Parochial Church Councils (PCCs) are the data controllers for data held at parish level within the Camelot Parishes and will have their own privacy notices.]

3. How do we process your personal data?

We comply with our 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 the parishioners of the Camelot Parishes
- To provide Occasional Offices (baptisms, marriages and funerals) within the Camelot Parishes and for the parishioners of the Camelot Parishes
- To enable us to provide voluntary services for the benefit of the public within the Camelot Parishes;
- To operate the Camelot Parishes website and deliver the services that individuals have requested;
- To publish and deliver the Excalibur magazine and to provide an advertising service within the magazine;
- To administer membership records of the churches of the Camelot Parishes;
- To fundraise and promote the interests of the Camelot Parishes and its churches;
- To manage our employees and volunteers;
- To maintain our own accounts and records and the accounts and records of individual PCCs where required (including the processing of gift aid applications);
- To inform you of news, events, activities and services running within the Camelot Parishes;
- 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 keep you informed about diocesan events.
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract - for the provision of advertising in the Excalibur magazine;

- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or in relation to marriage laws;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller – for the provision of identity checks for safeguarding checks;
- 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 Camelot Parishes in order to carry out a service to other members of the Camelot Parishes or for purposes connected with the churches of the Camelot Parishes. We will only share your data with third parties outside of the Camelot Parishes with your consent.

6. How long do we keep your personal data¹?

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 Rector of the Camelot Parishes holds about you;
- The right to request that the Rector of the Camelot Parishes 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 Rector of the Camelot Parishes 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 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.

¹ 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>

8. Transfer of Data Abroad

Please note that any data published on the Camelot Parishes website will be accessible from abroad.

9. 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.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Camelot Parishes Secretary at the Camelot Parishes Office, 6 The Close, North Cadbury, Yeovil BA22 7DX; Tel: 01963 440432; e-mail: office@camelotparishes.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.