

The Incumbent and Parochial Church Councils (PCC) of St Andrew's Church, Avonmouth and St Peter's Church, Lawrence Weston.

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 Incumbent and PCCs of St Andrew's Church, Avonmouth and St Peter's Church, Lawrence Weston 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 Incumbent and PCC of St Andrew's Church, Avonmouth and St Peter's Church, Lawrence Weston complies with its 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.

In each case we will only use your personal data for the following purposes:

- To provide pastoral care to the parishioners;
- 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);
- To operate the website and deliver services that individuals have requested;
- To inform you of news, events, activities, ministries and services running at St Andrew's Church, Avonmouth and/or St Peter's Church, Lawrence Weston.

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

The personal data held and processed by us is classed as sensitive because it relates to 'religious belief'. However, some of the information we maintain and process about our members, former members and those who are in regular contact with us is considered 'legitimate activity', which means that as a religious organisation we have a valid basis for processing your data for certain church-related activities.

Where the information we process about you falls outside of the scope of legitimate activity, we rely on the following legal bases for processing your personal data:

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services;
- 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.

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: 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 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 Incumbent and PCC of St Andrew’s Church, Avonmouth or St Peter’s Church, Lawrence Weston holds about you;
- The right to request that the Incumbent and PCC of St Andrew’s Church, Avonmouth and/or St Peter’s Church, Lawrence Weston 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 Incumbent and PCC of St Andrew’s Church, Avonmouth and/or St Peter’s Church, Lawrence Weston 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 you, the data subject, with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable. *This 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. *This 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

We can provide you with access to your personal data at any time – simply drop us a line in writing with your request to the address below.

You can opt out of receiving communications from St Andrew's Church, Avonmouth and/or St Peter's Church, Lawrence Weston by contacting the church office on 0117 3258720, or in writing to the Benefice Administrator, St Andrew's and St Peter's Church Office, Ridingleaze, Lawrence Weston, Bristol, BS11 0QE, or by email to office@standrews-stpeters.org

To exercise all relevant rights, queries or complaints please in the first instance contact the the Benefice Administrator, St Andrew's and St Peter's Church Office, Ridingleaze, Lawrence Weston, Bristol, BS11 0QE, or by email to office@standrews-stpeters.org

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.

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