



## THE BENEFICE OF WADHURST TIDEBROOK AND STONEGATE

### DATA PRIVACY NOTICE

The United Benefice of Wadhurst, Tidebrook and Stonegate ('The Benefice') wants to share information about its activities and services with you, through channels which include email, post, telephone or social media – but only in line with your preferences and the current legislation.

The Benefice is committed to ensuring that your privacy is protected. In your interactions with us, should you provide information by which you can be identified, then it will only be used in accordance with this Privacy Notice.

#### Our commitment to you

We will only collect the data we need to perform our services to you  
When you provide your data to us you will give your consent to us contacting you  
You can ask to change the ways in which you are being contacted, or the purposes for which you are contacted at any time  
We will make sure our contact with you is relevant and based on the preference information you give us  
Your information will be stored securely and only for as long as we need it for the purpose it was collected  
You can ask for your details to be deleted at any time and we expect you to keep us advised of any changes in your details so that they remain current and correct  
You can ask to see a copy of any information we hold on you  
We will not publish information about you which identifies you, nor will we pass on your contact details to any third party without your prior consent, unless there is a legal obligation to do so  
We will comply with the current legislation for data protection

#### What data will we collect?

We will only collect information that is relevant to our objects and the services we provide, to help us fulfil the objectives set out in our Mission Action Plans, to collect statistics and cooperate with allied organisations, (eg the Diocese of Chichester).

We may collect the following information about you:

- Your name and contact information including email addresses, postal/social media addresses and postcodes
- Demographic information such as date of birth, gender and other information to assist with diversity monitoring
- Your preferences and interests
- Your membership of our groups and committees

## **How do we use your 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 a particular geographical area as specified in our constitution
- To administer membership records
- To fundraise and promote the interests of the Benefice and the churches within it
- 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
- 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.

## **What is the legal basis for processing your personal data?**

We will use your data when:

- We have your explicit consent
- 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 that:
  - 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.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the churches in the Benefice in order to carry out a service to other church members or for purposes connected with the Benefice. We will only share your data with third parties outside of the parishes of the Benefice with your consent.

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

We will only keep your data for as long as is reasonable for the purpose for which it was collected, or in line with legal requirements. For example, 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.

## **Controlling your data**

- You have the right to access, rectify, delete, or restrict the use of data we hold about you.
- You may ask to see the personal data we hold
- You may request deletion of your record on our database at any time

Please refer to our Subject Access Policy for details on how to do this.

Date of approval: December 2021

Date of last review: July 2024

Date of next review: July 2025

### **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.

### **Cookies**

Cookies are small text files that are stored on your computer or mobile device and allow websites to store user preferences.

Our website uses cookies to help customise your experience and to help us collect information on how the website is being used, but we do not use such information for any targeted marketing or advertising purposes.

Most browsers and phones have ways to stop accepting classes of cookies, or to stop accepting cookies from a particular website. Help in turning off cookies can be found in your browser or mobile phone 'help' files. Please be aware however, that by deleting or disabling cookies you may not be able to access certain areas or features of our website.

### **Contact information**

If you have any questions or concerns, please direct them to the PCC Secretary of the parish to which your concern relates.

If you are not sure who to contact, please write to the 'Data Controller, c/o Parish Office, Carillon Cottage, Wadhurst TN5 6PA' or email [wadhurst.church.office@gmail.com](mailto:wadhurst.church.office@gmail.com).