Privacy Notice for the Parishes of Ripley, and Swanwick and Pentrich.

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 controllers' possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018, (the "DPA 2018").

2. Who are we?
This Privacy Notice is provided to you by the Parochial Church Councils (PCCs) of

- All Saints, Ripley
- St. Andrew, Swanwick, and
- St. Matthew, Pentrich

The PCCs work together with the incumbent of the parishes (that is, our Vicar or Priest-in-Charge).

As the church is made up of PCCs and clergy, together with associated lay volunteers and administrators all working together, we may need to share personal data we hold with them, so that they can carry out their responsibilities to the Church and our communities. The PCCs and incumbent referred to above are joint data controllers (this means they decide how your personal data is processed and for what purposes), which means we are all responsible for how we process your data. In the rest of this Privacy Notice, we use the word "we" to refer to any or all of the above data controllers, as appropriate.

3. How do we process your personal data?
The PCCs and incumbent comply with their obligations under the GDPR and DPA 2018 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 may collect and process personal data including names, contact details, dates of birth, family relationships, attendance information, pastoral information, safeguarding information, donation and financial records, and details relating to church services such as baptisms, weddings, funerals and confirmations.

We may receive personal data about you from third parties where this is necessary for our ministry or legal responsibilities. This includes information provided by funeral directors, wedding planners, schools, or other organisations to enable us to carry out services, pastoral care, or administrative duties.

We use your personal data for the following purposes:

- To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).
- To minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform services for you, such as baptisms, confirmations, weddings and funerals.

- To deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the public in the parish/benefice.
- To administer records of our employees, ministers, office-holders and volunteers.
- To fundraise and promote the interests of our Churches and communities.
- To maintain our own accounts and records.
- To process any donations that you have made to us (including the processing of Gift Aid information).
- To seek your views or comments.
- To notify you of our services, events and office-holders.
- To send you communications which you have requested and that may be of interest to you. These may include our weekly newsletter, information about church services, other fundraising activities.
- To process a grant or application for a role.
- To carry out safeguarding procedures in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.
- To share your contact details, when necessary, with the Derby Diocesan Board of Finance which is responsible for the financial and administrative arrangements for the Diocese of Derby, including the granting of faculty permission for building repairs and maintenance.

When you visit our church websites, we may collect technical information through cookies or similar technologies. These help us understand how our websites are used and improve your experience. You can control or disable cookies through your browser settings. Any cookie data is processed in accordance with UK GDPR and our website cookie policy.

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

The legal basis for processing varies depending on the purpose:

- Most of our data is processed because it is necessary for our **legitimate interests**, or the legitimate interests of a third party (such as the Derby Diocesan Board of Finance). An example of this would be holding office-holder's personal data to support the day-to-day communications needed to run our churches (this applies to roles such as churchwarden and PCC secretary). We will always take into account your interests, rights and freedoms.
- Some of our 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.
- We may also process data if it is necessary for the performance of a **contract** with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with a contract for maintenance of our buildings or equipment, or hire of the church.
- For other purposes we will process your data 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 sometimes process special category data (such as information about your health, religious beliefs, or pastoral needs). Where we do so, we rely on the conditions permitted under Article

9 of the UK GDPR, including substantial public interest, safeguarding obligations, and the provision of pastoral care by ministers of religion.

Safeguarding data is processed under our legal obligations and under the substantial public interest condition in the Data Protection Act 2018. Where we process children's personal data, we do so with additional care and safeguards in accordance with ICO guidance and Church of England policy. This includes ensuring that only appropriate persons have access to such data and that it is processed strictly for ministry, safeguarding, legal or pastoral purposes.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Other clergy or lay persons nominated or licensed by the bishops of the Diocese of Derby to support the mission of the Church in our parishes. For example, our clergy are supported by our area dean and archdeacon, who may provide confidential mentoring and pastoral support. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy.
- The Derby Diocesan Board of Finance.
- Other persons or organisations operating within the Diocese of Derby including, where relevant, the Derby Diocesan Board of Education.
- Our agents and contractors (such as maintenance contractors, printers and architects).
- On occasion, other churches or community organisations with whom we are carrying out joint events or activities.
- Other Church Bodies[1] in accordance with national policy where safeguarding concerns exist or arise.
- HM Revenue & Customs (HMRC), for payroll, tax and Gift Aid processing.
- The Charity Commission, when submitting statutory annual returns and trustee information.
- Other government bodies where required to meet legal or regulatory obligations.

We may also share your personal data with trusted third-party data processors who provide services to support our ministry and administration, such as Church Management Systems, email distribution services, or secure cloud-based storage providers. These processors act only on our instructions and are required to keep your data secure.

We do not normally transfer your personal data outside the UK. If a transfer becomes necessary, we will ensure that appropriate safeguards are in place in accordance with UK GDPR, such as adequacy regulations or standard contractual clauses.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Church of England records

[1] Church Bodies includes PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions.

retention schedule which is available from the Church of England website[2]. 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.

We will keep some records permanently if we are legally required to do so. In general, we will endeavour to keep data only for as long as we need it. This means that we may delete or destroy it when it is no longer needed.

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:

- To request a copy of your personal data which we hold about you;
- To request that we correct any personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for the data controller to retain such data;
- To withdraw your consent to the processing at any time;
- To request that the data controllers provide you 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.
- 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;
- To object to the processing of personal data, where applicable.
- To make complaint to the data controller about the processing of your personal data.
- To lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

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

To exercise all relevant rights, queries or complaints, please in the first instance contact the Benefice Administrator, Helen Bridger, by telephoning 01773 570011, or by emailing enquiries@allsaintsripley.org.uk (Ripley) / swanpenchurches2@gmail.com (Swanwick or Pentrich).

You can contact the Information Commissioner's Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/contact-us-public/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

[2] 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/about/libraries-and-archives/records-and-information-management