

# DATA PRIVACY NOTICE

## The Wirksworth Team Ministry

### 1. Your personal data – what is it?

Personal data relates to a living individual who could be identified using that data alone, or when used in conjunction with other information already in, or likely to come into, the possession of the “data controller” (see below). The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the “GDPR”).

### 2. Who are we?

The Wirksworth Team Council, the PCCs of the Churches which together constitute the Wirksworth Team Ministry and the Team Rector (referred to below as “the Team Ministry”) are the data controllers - this means they are responsible for deciding how your personal data is processed and for what purposes. Our contact details are given below.

### 3. How do we process your personal data?

The Team Ministry 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.

We use your personal data for the following purposes: -

- To provide pastoral care for parishioners and others seeking it;
- To provide a voluntary service for the benefit of the public within the area of the 9 Parishes comprising the Wirksworth Team Ministry;
- To inform you of news, events, activities and services running in any of our Parishes, or Diocesan events in which you may be interested;
- To comply with our legal obligations;
- To administer membership records;
- To fundraise and promote the interests of the Team Ministry and Parishes;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To enable ministers, team administrators, parish officers & representatives, Deanery or Diocesan staff (as appropriate) to maintain contact with you.

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

Processing is authorised in accordance with **Article 6** of the GDPR:

- Where necessary in pursuance of contract (e.g. in the course of employment or in connection with Wedding or Funeral arrangements) ...*or*
- Where necessary to comply with our legal obligations (including, but not exclusively, in relation to: Church of England Governance, Marriage, Safeguarding, Employment law, Health and Safety and Taxation including Gift Aid processing) ...*or*
- In pursuance of our “legitimate interests” and those of Church members in maintaining regular worship, a Christian presence in our communities & supporting our congregations and others (& so far as compatible with protecting your data)...*or*
- With your consent (e.g. for fundraising purposes or to keep you informed about parish and diocesan news, events, activities and services).

and in accordance with **Article 9**,

- with explicit consent ...*or*
- in pursuance of our legitimate aims as a not-for-profit religious body (in relation to members / former members / those with whom we have regular contact, & provided there is no disclosure of such data to a third party without consent)...*or*

- where you have already made your data public ...or
- where it is necessary for archiving in the public interest, scientific & historical research or statistical purposes (based on UK or EU law).

## 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 church members or for purposes connected with the church. We will only share your data with third parties outside the Team Ministry with your consent or as required in pursuance of our legal or contractual rights or obligations.

## 6. How long do we keep your personal data<sup>1</sup>?

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 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: -

- to request a copy of the personal data which we hold about you, its purpose & details of the 3<sup>rd</sup> parties to whom it may be disclosed; also to request it be transmitted to you or direct to another data controller in electronic format;
- to request that we correct any personal data found to be inaccurate or out of date;
- to request your personal data is erased once we no longer need to retain it;
- to withdraw your consent to further data processing
- where for legal reasons the data cannot be erased, or you do not wish it to be, instead to request a restriction on its further processing;
- to object to the processing of personal data on certain grounds, including where based on our legitimate interests, the performance of a task in the public interest /exercise of official authority, direct marketing or processing for the purposes of scientific/historical research and statistics;
- 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

To exercise all relevant rights, queries or complaints please in the first instance contact the Team Administrator c/o the Wirksworth Team Office, Parish Room, St Mary’s Gate, Wirksworth De4 4DQ Tel 01629824707 / [teamoffice@wirksworthteamministry.co.uk](mailto:teamoffice@wirksworthteamministry.co.uk).

You can contact the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF; tel 0303 123 1113; email <https://ico.org.uk/global/contact-us/email/>

<sup>1</sup> 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-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>