

DATA PRIVACY NOTICE

The Benefice of Ruscombe & Twyford with Hurst and Twyford Area Local Ecumenical Partnership

1. Your personal data – what is it?

Your Personal Data is any information about you which allows you to be identified (for example your name, email or postal address, a photograph or a video). This includes data which may not directly identify you, but may do so when combined with other data.

2. Who are we?

The Benefice of Ruscombe & Twyford with Hurst and the Twyford Local Ecumenical Partnership (LEP) together comprise four church families: St Mary the Virgin Twyford, St James the Great Ruscombe, St Nicholas Hurst and Twyford United Reformed Church (URC).

The Data Controllers for the Benefice & LEP are

- the Parochial Church Council (PCC) of Ruscombe & Twyford
- the Parochial Church Council (PCC) of St Nicholas Hurst
- the Eldership of Twyford URC

This means that these bodies are jointly responsible for processing and protecting your Personal Data as described in this Privacy Notice.

3. How do we process your personal data?

We comply with our obligations 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 or disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

4. What do we use your data for?

We use your personal data for the following purposes: -

- to administer membership records;
- to maintain our financial accounts and records (including the processing of Gift Aid);
- to provide news and information about events, activities and services in the Benefice & LEP;
- to fundraise and promote the interests of our churches;
- to manage our employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the Diocesan and URC Synod offices and other statutory bodies.
- To operate our website (www.thru-christ.org.uk) and deliver services that individuals have requested;

- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered.

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

Most of our data is processed because it is necessary for our legitimate interests as described above. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation, including Safeguarding requirements. In addition, within the Church of England, 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 the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

6. 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 Benefice & LEP with your consent.

7. 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, or in accordance with corresponding guidance from the United Reformed Church [see footnote for links].

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.

8. Your rights and your personal data

Unless subject to an exemption under legislation, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;

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>
The United Reformed Church operates a similar policy: <https://www.urc.org.uk/clergy-and-office-holders/archive-and-records.html>

- The right to request your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request;
- 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);
- The right to lodge a complaint with the Information Commissioner's Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, we will provide you with a new Notice explaining this new use. We will do this before commencing the new processing. Where necessary, we will seek your prior consent to the new processing.

10. Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints. Our contact details are:

- ✉ Church Office, St Mary's Church Centre, Station Road, Twyford, Reading RG10 9NT
- ☎ 0118 934 4792
- 💻 office@thru-christ.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.

11. Consent Form

You may request a copy of our consent form from the Church Office (contact details above) or download a copy from our website. Alternatively, you can complete our on-line consent form on our website.