

# DATA PRIVACY NOTICE

The Anglican and Methodist Church of St Andrew  
Maidstone Road, Paddock Wood, Kent, TN12 6DZ

Tel: 01892 837617

Email: [office@standrewspw.org.uk](mailto:office@standrewspw.org.uk)

Website: [www.standrewspw.org.uk](http://www.standrewspw.org.uk)

## 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 2016/679 ("GDPR").

## Who are we?

The Anglican and Methodist Church of St Andrew is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

## How do we process your personal data?

The Anglican and Methodist Church of St Andrew complies with its obligations under 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 some or all of 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 carry out comprehensive safeguarding procedures (including due diligence and complaints handling) 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 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 ecclesiastical 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 as provided for in the constitution and statutory framework of each data controller;
- To administer the parish, deanery, archdeaconry and diocesan membership records;
- To fundraise and promote the interests of the Church and charity;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other fundraising activities;
- To process a grant or application for a role;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

ur Data Protection Policy please

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

### **The legal basis for processing your data is:**

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party (such as another organisation in the Church of England or in The Methodist Church of Great Britain). An example of this would be our safeguarding work to protect children and adults at risk. 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 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.

## **Sharing your personal data**

Your personal data will be treated as strictly confidential, and will be shared only with The Anglican and Methodist Church of St Andrew. We will only share your data with third parties outside of the parish with your consent or if required to by law.

## How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data for the purposes for which you gave consent and use the following criteria to determine how long to retain your personal data:

- Legal or administration requirement (e.g. proof of consent)
- Consent is still relevant
- The data is still accurate, suitable and compliant for future use

## Your rights and your personal data

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

When exercising any of the rights listed below, 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.

1. The right to access information we hold on you
  - At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.
2. The right to correct and update the information we hold on you
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your information erased
  - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
  - When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
4. The right to object to processing of your data
  - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
5. The right to data portability

- You have 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.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
    - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
  7. The right to object to the processing of personal data where applicable.
  8. The right to lodge a complaint with the Information Commissioners Office.

## 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.

## Contact Details

A copy of the Church Data Protection Policy can be found on the church website [www.standrewspw.org.uk](http://www.standrewspw.org.uk) or is available upon request at the church office (details below).

To exercise all relevant rights, queries or complaints please in the first instance contact the Office Manager at:

Tel: 01892 837617

Email: [office@standrewspw.org.uk](mailto:office@standrewspw.org.uk)

Address: The Anglican and Methodist Church of St Andrew, Maidstone Road, Paddock Wood, Kent, TN12 6DZ

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.

The Anglican and Methodist Church of St Andrew is a registered charity. Our charity number in England and Wales is 1137783.

Tel: 01892 837617

Email: [office@standrewspw.org.uk](mailto:office@standrewspw.org.uk)

Address: The Anglican and Methodist Church of St Andrew, Maidstone Road, Paddock Wood, Kent, TN12 6DZ