

# Friends of Waldron Churches

## GENERAL PRIVACY NOTICE

### Your Personal Data – what is it?

“Personal Data” is any information about a living individual which allows them to be identified from that data (for example, a name, photographs, videos, email address or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the Data Protection Act 2017, the General Data Protection Regulation 2016/679 (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

### Who are we?

This Privacy Notice is provided to you by the committee of the Friends of Waldron Churches which is the data controller for your data.

The Friends of Waldron Churches ( “The Friends” ) operates as an off shoot of the Waldron Parochial Church Council (PCC) who have charitable status through the Church of England. The Friends exist to support the fund raising efforts of the church specifically to assist in maintaining and improving the fabric of the two church buildings in the parish.

This Privacy Notice is provided to you by the The Friends on our own behalf. In the rest of the Privacy Notice, we use the word “we” to refer to ourselves

### What data do we process?

We will process some or all of the following where necessary to perform our tasks;

- Names, titles, aliases, photographs;
- Contact details such as telephone numbers, addresses and email addresses;
- Where they are relevant to our activities, **and where you provide them to us**, we may provide demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you make donations or pay for activities such as use of a church hall, financial identifiers such as bank account numbers, payment card numbers, and payment/ transaction identifiers,

### How do we process your personal data?

We will comply with any legal obligation to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure to ensure 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 any legal and statutory obligations
- 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 and 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

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

The data may be 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). An example of this would be our safeguarding work to protect children or adults-at-risk should you be involved in any of these areas. We will always take into account your interests, rights and freedoms.

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.

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. 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.

Your contact details may be shared with other members of The Friends for the purpose of contacting you about events and providing newsletters when these details may appear as part of the general address list.

It is possible that we shall need to share your data with some or all of the following (but only where necessary);

- Our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters on our behalf, or to maintain our data base software;
- On occasion, other churches with which we are carrying out joint events or activities

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

In general, we shall endeavour to keep data only for as long as we need it. This means that we may delete it when it is no longer needed.

## **Your rights and your personal data**

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 security. In such cases we shall 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 shall 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 purposes)
- 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 Commissioner's Office

### **Transfer of Data abroad**

This aspect is not applicable

### **Further Processing**

If we wish to use your personal data for a new purpose, not covered by this 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**

Please contact us if you have any questions about this Privacy Notice of the information we hold about you or to exercise your rights, queries or complaints at:

The Data Controller, Friends of Waldron Churches  
c/o Ian Dixon, Membership Secretary (01435 813363)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <http://ico.org.uk/global/contact-us/email/> or by post to Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF