

DATA PRIVACY NOTICE

The Cheveley Group of Churches
including the Parochial Church Councils (PCC) of
St. Mary's Church, Ashley
St Mary & The Holy Host of Heaven, Cheveley
All Saints' Church, Kirtling
St. Mary the Virgin, Woodditton

1. Your personal data – what is it?

Personal data is any information which relates to a living individual who can be identified from that data, such as your name, address, telephone number or email address. 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 (GDPR).

2. Who are we?

The Incumbent and the PCCs of the four churches in the Cheveley Group (hereafter "the PCC") are the data controllers for each parish (contact details below). This means it decides how your personal data is stored and used and for what purposes.

3. How do we process your personal data?

The PCC 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.

"Processing" means using your personal data for the purpose for which it is kept (including sending you information about events and services at the group's churches). We use your personal data for the following purposes:

- to enable us to provide a voluntary service for the benefit of the public in the parishes or diocese
- to administer membership records
- to fundraise and promote the interests of the churches
- to manage our volunteers
- to maintain our own accounts and records (including the processing of gift aid applications)
- to inform you of news, events, activities and services running within the group

- to share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested

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

Explicit consent of the data subject (you) so that we can keep you informed about news, events, activities and services; process your gift aid donations and keep you informed about diocesan events.

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 for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. 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 [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 (baptisms, marriages, funerals) permanently. Contact lists of names and addresses for keeping you informed and for fundraising purposes are kept until you advise us that you wish your details to be removed (and they are in any case reviewed every 5 years).

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:

- the right to request a copy of your personal data which the PCC holds about you
- the right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date
- the right to request your personal data is erased where it is no longer necessary for the PCC to retain such data
- the right to withdraw your consent to the processing at any time
- the right to request that the data controller provide you with your personal data
- the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request that a restriction is placed on further processing
- the right 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 ¹Notice, 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 of complaints please in the first instance contact your PCC Secretary:

Ashley

The Revd Dr Naomi Wormell, The Rectory, 132 High Street, Cheveley. CB8 9DG.
or email cheveleygrouprectory@outlook.com

Cheveley

Mrs Judi Marshall-Sole, 37 High Street, Cheveley, CB8 9DQ or email:
maryspccsecretary@gmail.com

Kirtling

Sally Foister, 149, The Street, Kirtling, Newmarket, CB8 9PD or email:
sallyfoister2@gmail.com

Woodditton

Mrs Kathryn Leigh, 2 Water Tower Cottages, 20 Cheveley Road, Saxon Street. CB8 9RN. or email: leigh.kate1@gmail.com

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.

¹ 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/aboutus/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>