



# TELFORD MINSTER

# DATA PROTECTION

# NOTICE (GDPR)

## 1. 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 (the "GDPR").

## 2. Who We Are

Telford Minster is the Data Controller (contact details at the end of the document). This means the Minster decides how your personal data is processed and for what purposes.

## 3. How do we process your data?

Telford Minster 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 are using a cloud-based program called ChurchSuite to store and manage personal data. By using a well-established piece of software written specifically for churches, it means that all our church data is in one secure system and access can be individualised to restrict users to see only data they are authorised to see. This access is controlled by the super-user within Telford Minster, which is the Operations Manager.

Because Telford Minster is using a cloud-based system it removes the need to download personal data into spreadsheets that can be emailed. This adds extra confidence for you to know that your personal information is secure.

All personal data stored on ChurchSuite is encrypted and you can find out more on their security page or on <https://churchsuite.com/security/>

The Minster is the Data Controller and ChurchSuite is the Data Processor.

### ***We use your personal data for the following purposes:***

- *To provide pastoral care to the community of Telford*
- *To enable us to provide a voluntary service for the benefit of the public as specified in the Bishop's Mission Order (BMO)*
- *To administer membership records*
- *To fundraise and promote the interests of the charity*
- *To manage our employees and volunteers*
- *To maintain our own accounts and records*
- *Our processing also includes the use of CCTV systems for the prevention of crime*
- *To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in the BMO*
- *To operate the Telford Minster website*
- *To inform individuals of news, events, activities or services running at Telford Minster*
- *For employees: to share your contact details with the diocesan office, so they can keep you informed about news, events, activities and services that will be occurring in the diocese and which are relevant to the role you are undertaking*
- *To process gift aid applications*

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

- *Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events.*
- *Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;*
- *Processing is carried out by a not-for-profit body with a religious aim provided:*
  - *the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and*
  - *there is no disclosure to a third party without consent.*

## 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 other church members or 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 data?

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 (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>)

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.

## 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 Telford Minster holds about you*
- *The right to request that Telford Minster 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 Telford Minster to retain such data*
- *The right to withdraw your consent to the processing at any time*
- *The right to request that the data controller provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]*
- *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) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]*
- *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 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 Telford Minster Office at 077950268428 or [info@telfordminster.org.uk](mailto:info@telfordminster.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.



