



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 General Data Protection Regulation (the “GDPR”)

Who are we?

This Privacy Notice is provided to you by the Parochial Church Council (PCC) of The Yare Valley Churches and the Incumbent who are the data controllers for your data.

How do we process your personal data?

The PCC of The Yare Valley Churches, and the incumbent, complies with their 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 use personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records (including our Electoral Roll)
- To fundraise and promote the interests of the church
- To recruit and manage our employees and volunteers;
- To report safeguarding concerns and keep appropriate records
- To maintain our own accounts and financial records (including the processing of gift aid applications);
- To administer church business including baptisms, marriages, funerals, burials
- To communicate information about news, events, activities and services running within the Yare Valley Churches.
- To respond to enquiries received by post and email, facebook our A Church Near You pages and our Yare Valley Churches website

<https://yarevalleychurches.org.uk/>

What data processors do we use?

- We process your data using MailChimp, iKnow and Microsoft 365.

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 political, philosophical, religious or trade union aim provided: -
 - a) the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - b) there is no disclosure to a third party without consent.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church (with permission) 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.

How long do we keep your personal data?

We keep data in accordance with *The Church of England Records Retention Schedule (16 May 2025)* which is available from the Church of England website at <https://www.churchofengland.org/about/libraries-and-archives/records-and-information-management>

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.

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 of The Yare Valley Churches or the incumbent holds about you;
- The right to request that the PCC of The Yare Valley Churches, or the incumbent, 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 of The Yare Valley Churches, or the incumbent, 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 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).
- 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.

Further processing

If we wish to use your personal data for a new purpose we will seek your prior consent to any new processing.

Questions or complaints

To exercise all relevant rights, queries of complaints in the first instance please write to the PCC Secretary at The Rectory, 73 The Street. Brundall. NR13 5LZ.

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO can be contacted:

- By writing to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- By telephoning 0303 123 1113 (Monday to Friday 9am to 5pm)
- Online at www.ico.org.uk/global/contact-us

Links to other websites

Where this notice applies to information collected or processed via our website, please note this privacy notice ceases to apply when you leave our pages. If you follow links to other organisations' websites, even if you follow a link which we have provided, it is suggested you take the time to read the privacy notices on the websites you visit.

Changes to this privacy notice

We may amend this privacy notice at any time so please review it frequently. The date below will be amended each time this notice is updated.

This notice was last updated on 28 May 2025.