

Welcome to our Privacy Policy.

We respect your privacy and are committed to protecting your personal data. This privacy policy will inform you as to how we look after any personal data provided to us or if use any online services. We will tell you about your privacy rights and how the law protects you.

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").

Controller

This privacy policy is issued on behalf of: The Parochial Church Councils of the Ecclesiastical Benefice of St Michael and All Angels Church, Lyndhurst, Christ Church, Emery Down, and All Saints' Church, Minstead. Hereafter know as 'The Benefice'.

When we use the words "**we**", "**us**" or "**our**" in this privacy policy, we are referring to The Benefice. Unless specified otherwise, The Benefice is the controller and responsible for data collected via our churches, website, social media feeds or any other means that you choose to use to share your personal data with us.

Who are we?

We are responsible for the oversight of mission and ministry in Lyndhurst, Emery Down and Minstead for members of the congregation, clergy and other officers of the Church of England. This notice explains what personal information we hold and how it is used.

The people about whom we hold information are:

- People who are a member of The Benefice congregation, in regular attendance of church.
- Members of the community who reside in The Benefice.
- Guests and visitors to any of The Benefice churches.
- Members of staff, working for The Benefice.
- People who contact us about our mission and ministry in this benefice.

The types of information which we hold include:

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, maiden name, last name, username (or similar identifier), marital status, title, date of birth, gender, photographs*, ID to prove identity, video footage* and any other biographical information you may provide us. Please see our Video and Photography Policy for full details*
- **Contact Data** includes residing address, billing address, delivery address, email address and telephone numbers.
- **Records** of all Weddings, Christenings and Funerals held within The Benefice.
- **Correspondence Data** between us and the wider community.

- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of events, products or services you have purchased from us or gifts you have donated to us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- **Usage Data** includes information about how you use our website, events, products and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.
- **Staff and volunteer** DBS checks and safeguarding records.
- **Recruitment selection** details such as curriculum vitae's, employment experience and health records.

How is your personal data collected?

We use different methods to collect data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - are involved in the life of the church through services, groups or activities;
 - are involved in photography or videography via our services or events;
 - donate online, by text message, contactless payment or giving envelope;
 - create an account on our website;
 - register for an event or course;
 - subscribe to our services or publications;
 - request marketing to be sent to you by completing a card in church;
 - respond to a survey; or
 - give us some feedback.

Third parties or publicly available sources.

We may receive personal data about you from various third parties and public sources as set out below:

- Technical Data from analytics providers such as Google based outside the EU.
- Identity and Contact Data from publicly available sources such as Companies House based inside the EU.

How do we use your data?

As a church, we hold records of the people in our congregation, wider community, volunteers, visitor and service users and use this information to coordinate church activities and to keep you informed of things happening in the life of the church.

We also collect and use information about our suppliers, contractors, the Church of England's national and diocesan staff, our staff, and personnel working for relevant public bodies. This information is used to manage and administer the church and to carry out our charitable purposes. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of The Benefice) and your interests and fundamental rights do not override those interests.

You have the right to withdraw consent to marketing at any time by clicking on an unsubscribe link in one of our emails to you or by emailing communications@newforestparishes.com

We use your personal data for the following purposes. To:

- Inform you of news, events, activities and services run by us,
- Manage, plan and improve our service, activities, newsletters and events;
- Administer membership records to contact me with surveys about current events;
- Fundraise and promote the interests of the church (as a charity
- To carry out legal obligations in relation to Gift Aid on any donations which I may make
- Maintain our own accounts and records (including the processing of gift aid applications);
- Enable us to provide a voluntary service for the benefit of the public;
- Operate the Benefice website and other digital services to deliver information that you have requested;
- Manage our employees, volunteers and general HR functions;
- Manage, maintain and publish the electoral role;
- Prevent and detect crime;
- Where we need to comply with a legal or regulatory obligation

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Management and operational analyses of the data usually reports anonymised or pseudonymised information that does not identify individuals and we use this only to improve our operations and service. For example, to monitor the geographical spread of small groups, or to see how well an event was attended. We do not use this information to identify or analyse individual behaviour.

Marketing

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. You will receive marketing communications from us if you have shared your contact details online or in person, requested information from us or purchased goods, attended an event or course with us and, in each case, you have not opted out of receiving that marketing.

We will get your 'opt-in' consent before we share your personal data with any company outside The Benefice for marketing purposes. You can ask us to stop sending you marketing messages by emailing communications@newforestparishes.com at any time.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product purchase, event registration or other financial transactions.

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some

parts of this website may become inaccessible or not function properly. You can read more about how we use cookies by reading our Cookies Policy.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

All data is stored and destroyed securely. We never collect or retain excessive amounts of data.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

What is the legal basis for us processing (using) your personal data?

- your explicit consent so that we can keep you informed about news, events, activities and services we provide and process your gift aid donations;
- legitimate interests so that the activities, events and operations of individual parishes or the Benefice as a whole may be planned, run safely and legally, and with appropriate levels of resources and equipment, and monitored for operational and management purposes;
- we are a not-for-profit body with a religious aim processing data that 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.

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement

When do we share your personal data?

Your personal data is treated as strictly confidential. It is only shared within the organisation to manage, organise, plan, run or operate the activities that you have consented to, and for operational reasons.

We will only share your data with third parties with your consent, or where obliged by law.

[If you are a Synod Representative or a PCC member, then, with your consent, we share your contact details with the diocesan office so they can inform you about news, events, activities and services relevant to your role.]

Please note; We work with third parties, including links from our website. Disclosing information to or clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website or engage with any third parties, we encourage you to read the individuals privacy policy/notice.

How long do we keep your 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 at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

The below data, as specified has legal guidelines:

- 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;
- parish registers (baptisms, marriages, funerals) permanently
- details relating to children's, young people's and vulnerable adults' activities and events for at least 50 years after the last activity.

Full details of how long data is held for are available from the Parishes Office, see contact details below.

Internet and Digital Services

The Benefice PCC's of St Michaels' Church and Christ Church and All Saints' Church run a website and visits to that website capture certain information such as the type of browser used to access the site, IP address of the device used, pages viewed.

We will not use this information to identify individuals and will only use the data to identify trends and patterns of usage to improve our services. We also uses various electronic services, such as Twitter, Facebook and Instagram, Spotify and SoundCloud accounts, to communicate images, audio, video and information relating to events, activities and the service provided. These are used to promote upcoming activities or to provide memories of historical events. These services will only be used to make direct contact with you about services, activities, events, etc. that you have agreed to receive information about.

[Please note, the majority of these accounts are publicly available and our posting/publishing of information to those public accounts is not tailored to specific personal preferences; signing up/subscribing to those accounts will deliver information non-specifically.]

Personal information provided by yourself on those services, and by your use of them, is subject to the Privacy Notice of the respective service provider (i.e. Facebook, Twitter, Instagram, etc.).

The Benefice PCC's of St Michael's, Christ Church and All Saints' processes the data you provide relating to those services (e.g. likes, follows, re-tweets, comments) made upon our Parishes and Benefice accounts in order to improve our service. This will be performed in an anonymised or pseudonymised fashion so that only trends of usage and uptake of the services are monitored. It will not be used to identify or track individual's behaviour.

All images, videos, audio files and information used on the internet and digital services published the Benefice PCC's of St Michael's, Christ Church and All Saints' are published with the subject's permission and the permission of the owner of the material.

Please note that the audio of sermons and some events are recorded and made available publicly to listen to later; background noise may be picked up during recording which can include your voice.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the right to:

- request a copy of the personal data we hold about you;
- ask us to correct any inaccurate or out of date personal data about you;
- request your personal data is erased where it is no longer necessary for us to hold it;
- withdraw your consent at any time to the data being used;
- request that the data is no longer used where there is a dispute about its accuracy or usage;
- object to our use of your personal data;
- ask that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- lodge a complaint with the Information Commissioners Office (details below).

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice then we will provide you with a new notice before we do so.

The new notice will explain what the new use is, the reasons for it and how it will be performed.

Where and whenever necessary, we will seek your consent before using the data for a new purpose.

Contact details

If you would like to make contact with us regarding your legal rights or our processing of your personal data, you can do so using one of the following methods:

Email address: communications@newforestparishes.com

Postal address: The Benefice Office, St. Michael and All Angels Church, Lyndhurst, SO43 7BD.

Telephone number: 023 8028 3175

Changes to the privacy policy and your duty to inform us of changes

This version was last updated on the 15th September 2019. We may update this policy from time to time and, if we do so, we will upload a new version to our website.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.