



*Our vision is to see flourishing, Christ-centred communities inspiring people of all ages and backgrounds to discover God, grow in their relationship with Him and respond to His transforming love through serving others.*

# Policy

## Data Privacy Notice

### Definitions in Brief:

- **Personal data** is information about a living individual which is capable of identifying that individual.
- **Processing** is anything done with/to personal data, including storing it.
- The **data subject** is the person about whom personal data are processed.
- The **data controller** is the person or organisation who determines the how and what of data processing.

### 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 are we?

The Deanery Synod of Hertford and Ware is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

The Deanery Synod of Hertford and Ware 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 use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the ecclesiastical parishes of the Deanery of Hertford and Ware ("The Deanery");
- To administer membership records;
- To promote the interests of the parish churches within The Deanery;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running within The Deanery and occasionally elsewhere;
- To contact you via surveys to conduct research about your opinions of current services or of potential new services that we may offer.



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### 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 which are taking place within The Deanery or occasionally elsewhere.
- Processing is necessary for carrying out obligations under a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union 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 Deanery Synod in order to carry out a service for you or for purposes connected with mission of The Deanery. We will only share your data with third parties outside of the Deanery Synod with your consent.

### 6. How long do we keep your personal data?

- We only retain the data of members while their membership is still current (members typically serve a three year term).
- We retain the data of those who have subscribed to the mailing list until they unsubscribe.

### 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 Deanery Synod of Hertford and Ware holds about you;
- The right to request that the Deanery Synod of Hertford and Ware 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 Deanery Synod of Hertford and Ware 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 and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [*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;



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- The right to object to the processing of personal data. [*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 Commissioner's Office.

### **8. Further processing**

If we wish to use your personal data for a new purpose not covered by this Data Privacy 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, raise queries or complaints please in the first instance contact the Deanery Secretary via <https://hertfordandwaredeanery.org.uk/contact-us/> or the Rural Dean by post at The Rectory, Acorn Street, Hunsdon, Ware, Hertfordshire. SG12 8PB.

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.