



DATA PRIVACY NOTICE

Tas Valley Benefice (TVB): the Tas Valley Cell Church and the Parochial Church Councils of Newton Flotman, Swainsthorpe, Tasburgh, Tharston, Saxlingham Nethergate and Shotesham

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?

TVB 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?

TVB 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: -

- For members of the clergy to provide pastoral care to the parishioners
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution/ Parochial Church Council (Parish) Measure;
- To administer membership records/electoral roll;
- To fundraise and promote the interests of TVB or any part of it;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform individuals of news, events, activities and services running within the TVB;
- To operate the TVB website and deliver the services the individuals have requested.
- 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.
- To contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered

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 process your gift aid donations and keep you informed about diocesan/TVB 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 necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject

- 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 TVB in order to carry out a service to other church members or for purposes connected with the relevant church. We will only share your data with third parties outside of the TVB 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 [see footnote for link].

Specifically, we retain membership 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; .

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 TVB holds about you;
- The right to request that TVB 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 TVB 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.
- 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 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 of complaints please in the first instance contact the Team Rector, Rev Dawn Davidson at The New Rectory, The Street, Saxlingham Nethergate, Norwich, NR15 1AJ

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.