



## DATA PRIVACY NOTICE

### The Parochial Church Councils (PCCs) of Tywardreath and Golant Privacy Notice

This Privacy Notice is provided by the PCCs of Tywardreath and Golant to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

#### Data Controller

The data controller is: The Priest in Charge

Revd Shona Hoad

Tel: 07476 900623

Shona@tandgchurches.uk

For more information, please go to: [www.tywardreathandgolantchurches.uk](http://www.tywardreathandgolantchurches.uk)

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#### 1. Why we collect and use your personal data?

We use personal data for the following purposes

- Name and contact details - To inform you of news and information about events, activities, and services within the PCCs of Tywardreath and Golant and Truro Diocese
- To include your details in the 'Benefice Directory' to allow church officers and appointed leaders to contact you in regard to rotas and parish duties etc
- To hold your details in the Benefice's administration system to allow administration and communication activities to be performed efficiently.

#### 2. The lawful basis for processing your personal data

- Consent – we will obtain your consent to send you information about church events or newsletters
- Legal obligation – we are required by law to collect and process data for weddings, funerals, baptism etc

#### 3. Where we collected your data from

- You
- The Diocese of Truro
- Funeral directors when we have conducted a funeral at your request

#### 4. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with the PCCs of Tywardreath and Golant and the Truro diocesan office, and with other church members via the 'Benefice directory'.

## **5. How long do we keep data?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: The Care of Your Parish Records”: [Records management guides | The Church of England](#).

## **6. Your rights and your personal data**

Unless subject to an exemption under the UK GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of the personal data which the PCCs of Tywardreath and Golant holds about you (a Subject Access Request or ‘SAR’);
- The right to request that the PCC corrects any personal data if it is found to be inaccurate or out of date;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 PCCs of Tywardreath and Golant to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances).
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

## **7. Concerns and/or complaints?**

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Priest in Charge, Revd Shona Hoad Tel: 07476 900623 or email: [Shona@tandgchurches.uk](mailto:Shona@tandgchurches.uk)

You can contact the Information Commissioners Office via the website [www.ico.org.uk](http://www.ico.org.uk)