



REDRUTH
TEAM
MINISTRY

**Sharing God's welcome;
growing disciples**

DATA PRIVACY NOTICE

The Team Council for the Redruth Team Ministry (St Andrew Redruth, St Andrew Pencoys, Christchurch Lanner, St Euny & St Stephen Treleigh). NB Many of the activities of Redruth Team Ministry are carried out by the constituent churches.

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 Team Council for the Redruth Team Ministry 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?

A 'member' in this document is someone on the electoral roll of any of our five churches. The Team Council for the Redruth Team Ministry 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. If you are a member of one of the Team churches the whole statement is relevant to you. If you are not a member, only parts of it will apply.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in and around our parishes;
- To administer membership records;
- To fundraise and promote the interests of the Team churches;
- To help us organize rotas, meetings, small groups and to communicate with you;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at any of the churches within the Redruth Team Ministry;
- To enable us to maintain appropriate safeguarding arrangements for our children, young people and vulnerable adults;
- To publish the names of baptised children and their families and the names of couples getting married in one of the Team churches in our weekly pew sheets and monthly magazine;
- To share your contact details, where appropriate, 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.

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 events.
- Processing is necessary for carrying out obligations 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: -
 - 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 church in order to carry out a service to other church members or for purposes connected with the church. For example, to ask the members of the church to pray for you, along with other members, or to enable members of the church to provide pastoral care and support for you. We will only share your data with third parties outside of the parish with your consent. Personal data provided on an electoral roll form will be used for the purpose of maintaining the Electoral Roll. This information is open to public inspection under Rule 1(1) of the Church Representation Rules and will be subject to publication in the church in accordance with Rule 2(3). Therefore, a copy of the names and addresses of each member of the electoral roll will be displayed at or near the principal door of every church in the parish and every building licensed for public worship in the parish for 14 days immediately following the APCM.

6. How long do we keep your personal data¹?

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 electoral roll data while it is still current; gift aid declarations (and associated paperwork) as long as they are valid plus 6 years; and parish registers (baptisms, marriages, funerals) permanently.

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 Team Council for the Redruth Team Ministry holds about you (any access request may be subject to an administration fee of £10 to enable this request);
- The right to request that the Team Council for the Redruth Team Ministry 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 Team Council for the Redruth Team Ministry 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) [*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;
- 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.

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 or complaints, please in the first instance contact the Team Office on 01209 200739 (please leave a message) or via email enquiries@redruthchurch.org.uk. 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.

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>