

# The Woodbridge Group of Churches : GDPR DATA PRIVACY NOTICE

**The Woodbridge Group of Churches is committed to delivering our obligations under the General Data Protection Regulation<sup>1</sup> (GDPR) in the way we process, collect, record, store and dispose of personal data. This Data Privacy Notice explains what we do in relation to personal data, how to find out more and who to contact to exercise your GDPR rights.**

**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").

**Data Controller.** The Woodbridge Group Council and the six Parochial Church Councils (PCCs) of St Michael and All Angels Brinkworth, St James the Great Dauntsey, All Saints Garsdon, St Peter and St Paul Great Somerford, St Giles Lea and St John the Baptist Little Somerford act together as Data Controller deciding how any personal data held by Woodbridge Group Office, our clergy, our Licenced Lay Ministers, the PCCs and any other representatives of the six churches is processed, collected, recorded, stored and disposed of.

**Our GDPR obligations.** We comply with our 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.

**Use of personal data.** We use personal data to:

- enable us to provide a voluntary service for the benefit of the public as defined in our charitable objects of "promoting in the ecclesiastical parish the whole mission of the church"
- inform people of news, events, activities and services in the Group and the wider church
- administer membership records
- promote the interests of the churches;
- manage our employees and volunteers;
- maintain our own accounts and records (including the processing of Gift Aid)

**Under GDPR our basis for processing personal data is:**

- **Explicit consent** from data subjects so that we can keep them informed about news, events, activities and services in the parish and wider church community and to process Gift Aid donations
- **Legal obligation.** Where processing is necessary for carrying out our obligations under employment, social security or social protection law, or a collective agreement;

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<sup>1</sup> General Data Protection Regulation effective 25 May 2018. Visit <http://www.ico.org.uk> and [www.parishresources.org.uk/gdpr](http://www.parishresources.org.uk/gdpr)

- **As a religious non-profit body with a religious aim** we may process personal data provided that:
  - It relates only to members or former members (or those who have regular contact with us in connection with those purposes); and
  - there is no disclosure to a third party without consent.

**Sharing personal data.** We treat your data as strictly confidential and it 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. We will not share your data with third parties outside of the parish without your consent.

**How long do we keep your personal data?** We keep data in accordance with current Church of England guidance<sup>2</sup> which dictates retention periods for, and final disposal of, parish records.

Specifically, we retain 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; and parish registers (baptisms, marriages, funerals) permanently. Our clergy and lay ministers retain records relating to baptisms, weddings and funerals for as long as they serve within the Group.

**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:

- to request a copy of your personal data which we hold
- to request that we correct any personal data if it is found to be inaccurate or out of date
- to request your personal data is erased where it is no longer necessary for us to retain it
- to withdraw your consent to the processing of your data at any time
- to request 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),
- 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;
- to object to the processing of personal data,
- to lodge a complaint with the Information Commissioners Office.

**Further processing** If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, 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.

### Contact Details

**Enquiries and GDPR requests:** For enquiries or to exercise your rights under GDPR, in the first instance contact the Parish Administrator **email:** [administrator@woodbridgegroup.co.uk](mailto:administrator@woodbridgegroup.co.uk) / **tel:** 01666 337100 / **write:** Room 33, Brinkworth House, Brinkworth, SN15 5DF  
**Information Commissioners Office:** **email:** <https://ico.org.uk/global/contact-us/email/> / **tel:** 0303 123 1113 / **write:** Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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<sup>2</sup> "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

**Version History:**

Version 01b, first published version

Version 01c, contact details for Parish Administrator updated (new phone number / address)