

DATA PRIVACY NOTICE - Parish of Belvoir

1. Your personal data – what is it?

We keep names, addresses, email addresses, and mobile phone numbers and AccessNI Child Protection reference numbers. Bank details are necessary for Gift Aid purposes. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

2. How do we process your personal data?

We store data on the hard drive of a laptop which is password protected and kept under lock and key. Paper records (eg historic records like marriages, funerals and baptisms) are also kept under lock and key.

Why do we keep data?

- To enable us to provide a voluntary service for the benefit of the public within this parish or because of their association with this parish
- To fundraise and promote the interests of the programmes;
- To manage our employees and volunteers;
- To maintain our own accounts and records
- To inform you of parish news, events, activities and services.

4. What is the legal basis for processing your personal data?

- We need your consent so that we can keep you informed about news, events, activities and services and process your gift aid donations. You can choose how you would like to be contacted.
- The exception to all of this is emergency or safety or the well-being of yourself or another person

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. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We retain 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 church registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have rights: -

- The right to request a copy of your personal data held by us
- The right to request that we correct any inaccurate data
- The right to request your personal data be erased
- The right to withdraw your consent to our communication with you
- The right to lodge a complaint with the Information Commissioners Office (UK)

8. Further processing

If we wish to use your personal data for a new purpose 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 Parish Office