

**DATA PRIVACY NOTICE**  
**Tim Armstrong, Vicar of Holy Trinity Westcott**

**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 is the data controller?**

Tim Armstrong is the data controller (contact details below). This means that he decides how your personal data is processed and for what purposes.

**3. How is your personal data processed?**

Tim complies with his 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.

He uses your personal data for the following purposes:

- To provide you with services that you have requested;
- To enable him to assist the PCC of Holy Trinity Westcott in providing a voluntary service for the benefit of the public in a particular geographical area as specified in their objects, which are registered with the Charity Commission;
- To enable him to assist the PCC of Holy Trinity Westcott in fundraising and promoting the interests of the charity;
- To enable him to assist the PCC of Holy Trinity Westcott in managing their employees and volunteers;
- To enable him to support the Parishes of the Deanery.

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

- Consent of the data subject;
- Processing is necessary for the legitimate interests of the Data Controller or a third party, except where such interests are over-riden by the interests, rights or freedoms of the data subject;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary for the performance of a contract with you or to take steps to enter into a contract (to provide a service to you that you have requested or to receive a service from you that you wish to provide).

Where data is sensitive one of the following will also be used:

- Processing is necessary for carrying out obligations under employment, social security or social protection law;
- 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;
- Explicit consent of the data subject so that you can be provided with services that you have requested.

**5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with members of the Church in order to carry out a service to you or other Church members or for purposes connected with

the Church. Your data will only be shared with third parties outside the Church with your consent unless there is a legal obligation to do so.

## **6. How long is your personal data kept?**

Your personal data is kept 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.<sup>1</sup>

## **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;
- The right to request the correction of 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 it to be retained;
- The right to withdraw your consent to the processing of your personal data at any time;
- 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 Tim wishes to use your personal data for a new purpose, not covered by this Data Protection Notice, then he 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, he 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 Tim Armstrong, c/o The Parish Office, St John’s, Furlong Road, Westcott, Dorking, RH4 3PP.

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.

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<sup>1</sup> Details about retention periods can currently be found in the Record Management Guide located on the Church of England website at: - [https://cms.churchofengland.org/sites/default/files/2017-11/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition.pdf](https://cms.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf)