

# St Michael and All Angels' Church, Ledbury



## **DATA PRIVACY POLICY SUMMARY**

### **Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data.

### **How do we process your personal data?**

The PCC of St Michael and All Angels, Ledbury, holds some personal data on congregation members, this personal data mainly consists of contact details. The PCC of St Michael and All Angels, Ledbury, 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, unauthorized access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data mainly for communication purposes, such as:

- To manage our employees and volunteers with specific roles in the church;
- To inform you of news, events, activities and services running at St Michael and All Angels, Ledbury;
- To share your contact details 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.

### **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.
- In the case of St Michael and All Angels, Ledbury, the processing of your personal data is being carried out by a not-for-profit, religious body.

### **Sharing your personal data**

Your personal data will be treated as confidential and will only be shared with other members of the church 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.

### **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in “Keep or Bin: Care of Your Parish Records” on the Church of England website.

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

Your rights with respect to your personal data include the following:

- The right to request at any time a copy of your personal data or to request correction of incorrect data; the right to request erasure of personal data;
- The right to withdraw your consent to the processing at any time
- The right to lodge a complaint with the Information Commissioners Office.

### **Further Information**

This is a summary only of the Data Privacy Policy. A full copy of the policy may be found on our website or obtained via our office: Ledbury Group Ministry Office, The Rectory, Worcester Road, Ledbury HR8 1PL. Tel: 01531 631531. <http://www.ledburyparishchurch.org.uk>

To exercise all relevant rights, queries or complaints, please in the first instance contact the Secretary at the Ledbury Group Ministry Office, The Rectory, Worcester Road, Ledbury HR8 1PL. Tel: 01531 631531. Who will, if appropriate, pass the query to the Nominated Assistant Church Warden of at St Michael and All Angels, Ledbury.