

## PRIVACY POLICY

### Benefice of Harston with Hauxton and Newton

This privacy policy sets out how the churches of Harston, Hauxton and Newton (subsequently: 'the Benefice') use and protects any information that you provide.

In compliance with General Data Protection Regulation (GDPR) we collect personal information only as required for the 'legitimate interest' of running the church and its activities, and for the fulfilment of legal requirements. Your data will be used only for the specific purpose for which it is provided, or for which you have given your consent.

#### What information do we collect?

We collect relevant contact information (eg email address, postal address, telephone number) necessary for the church and its activities including

- Circulating a weekly newsletter
- Arranging services and preparing rotas
- Organising events and taking bookings
- Communicating with groups such as Friends of the church

Data is collected in accordance with legal obligations for purposes such as

- Maintaining the electoral roll in each church
- Processing gifts and gift aid
- Permitting the use of church premises

For baptisms, weddings and funerals we will collect

- Full names and dates of birth and/or death
- Contact information including full postal address, telephone number and email address

We require this information to be able to fill in parish records, both the hard back registers which, when full, are kept in perpetuity by the Cambridgeshire Record Office, and for our own Benefice records. These are kept for reference and for getting in touch should any question arise relating your baptism, wedding or funeral service. With your specific permission, we will use your contact details to inform you about relevant activities such as children's activities in the churches, or 'remembering' services' which you might find helpful to attend following a funeral.

#### Keeping in touch

Where appropriate, we will ask for your consent to be contacted about further events or activities that may be of interest. This consent, if given, may be withdrawn at any time.

#### Sharing contact details

It is helpful for groups within the church, such as the PCC, event organisers and those on service rotas to be able to communicate with each other. Where this applies, we will ask for consent to the sharing of email addresses on group emails.

Where this consent has not been established, emails to those on a circulation list will be sent using blind copies.

We will not allow the use your personal information by third parties.

### **Security of data**

We are committed to ensuring that your information is secure.

The Vicar and the PCC in each parish carry responsibility for data control. The Benefice, and each PCC will review annually the implementation of this policy, the personal data held and the consents given for its use.

Please contact us if you have any concerns over use of your personal data, or if the information we hold is incorrect or incomplete.

**Approved at the Joint PCC meeting on 31<sup>st</sup> January 2022**

A handwritten signature in black ink, appearing to read 'Susan Bowden-Pickstock', written in a cursive style.

**Rev. Susan Bowden-Pickstock (Incumbent)**