



The Twyford Church Partnership

St Mary's, Twyford URC and St James Ruscombe

Church Office, St Mary's Church Centre, Station Road, Twyford, Reading, RG10 9NT



DATA PRIVACY NOTICE

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 controllers' possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018 (the "DPA 2018").

2. Who are we?

The Twyford Church Partnership comprises three church families: St Mary the Virgin Twyford, St James the Great Ruscombe and Twyford United Reformed Church (URC).

The Data Controllers for the Partnership are

- the Parochial Church Council (PCC) of Ruscombe & Twyford
- the Eldership of Twyford URC

This means that these bodies (referred to as "we" in the rest of this Privacy Notice) are jointly responsible for processing and protecting your Personal Data as described in this Privacy Notice.

3. How do we process your personal data?

We comply with our obligations 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 or disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

4. What do we use your data for?

We use your personal data for the following purposes: -

- to enable us to meet all legal and statutory obligations (which include maintaining and publishing our Anglican Electoral Roll in accordance with the Church Representation Rules);
- to minister to you and provide you with pastoral and spiritual care (such as visiting you when you are gravely ill or bereaved) and to organise and perform services for you, such as baptisms, confirmations, weddings and funerals;
- to deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the community;
- to administer membership records;
- to maintain our financial accounts and records (including the processing of Gift Aid);
- to provide news and information about events, activities and services in our churches;
- to fundraise and promote the interests of our churches;
- to manage our employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the Diocesan and URC Synod offices and other statutory bodies;
- to operate our website and deliver services that individuals have requested;

- to contact individuals via surveys to conduct research about their opinions of current services or of potential new services that may be offered;
- to send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals or other fundraising activities;
- to process a grant or application for a role.
- to carry out safeguarding procedures in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.

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

Most of our data is processed because it is necessary for our legitimate interests as described above. We will always take into account your interests, rights and freedoms.

Some of our processing is necessary for compliance with a legal obligation, including Safeguarding requirements. In addition, within the Church of England, we are required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organisations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent to that use.

6. 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 our Church Partnership with your consent.

7. How long do we keep your personal data¹?

We keep data 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, or in accordance with corresponding guidance from the United Reformed Church [see footnote for links].

¹Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides> The United Reformed Church operates a similar policy: <https://www.urc.org.uk/clergy-and-office-holders/archive-and-records.html>

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.

8. Your rights and your personal data

Unless subject to an exemption under legislation, you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which we hold about you;
- the right to request that we correct 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 us to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that we provide you with your personal data and where possible, transmit that data directly to another data controller (known as the right to data portability), where applicable;
- 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;
- the right to make complaint to the us about the processing of your personal data;
- the right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, we will provide you with a new Notice explaining this new use. We will do this before commencing the new processing. Where necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries or complaints, please in the first instance contact us via one of the following means:

✉ Church Office, St Mary's Church Centre, Station Road, Twyford, Reading RG10 9NT

☎ 0118 934 4792

💻 office@thru-christ.org.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/contact-us-public/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.