

Privacy Statement

The Benefice of Hanham and Kingswood (The Benefice) uses personal data for the purpose of general church administration and communication as well as providing pastoral services and other legal compliance. We are committed to protecting your privacy, and promise to respect your personal information and do all we can to keep it safe.

We aim to be clear about how we obtain your details and only process them in ways we believe you would reasonably expect. This includes not selling or sharing personal details with third parties for the purposes of their marketing.

We are legally obliged to use your information in line with the law concerning the protection of personal information included in the General Data Protection Regulation 2018.

The Benefice fully endorses and adheres to the seven data protection principles set out in law: [A guide to the data protection principles | ICO](#). These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transportation and storage of personal data. Benefice officers, staff and volunteers who obtain, handle, process, transport and store personal data must adhere to these principles.

Personal information will not be passed onto any third parties outside of the church environment except for:

- information related to those elected at the Annual Church meetings, which shall be passed to the Diocese.
- Marriage documents which shall be passed to the Local Authority Registrar.
- Information relating to a Safeguarding Concern, in line with our Safeguarding Policy.

We do not sell or pass any of your personal information to any other organisations and/or individuals without your express consent unless required, by law.

The Church may collect and store sensitive personal information such as health information, religious information (church attendance) when you and/or your family attend or register for church events. Your personal information will be kept strictly confidential.

We take appropriate measures to ensure that information is only kept for as long as is necessary and only for the purpose for which it was given.

We ask that you help us in this by informing us when your personal details change, e.g. address.

We always aim to communicate with you respectfully, effectively and efficiently. When you sign up, we give you clear choices and we include information on how to change your communication preferences whenever we contact you. You can opt out of these communications at any time; just let us know by contacting the Team Administrator, 0117 967 3627, ta.hanhamandkingswood@gmail.com.

The Benefice will treat all your personal information as private and confidential and not disclose any data about you to anyone other than the leadership and ministry overseers/co-coordinators of the church in order to facilitate the administration and day-to-day ministry of the church.

Why we want to hold information about you:

- For the day-to-day administration of the churches;
- To help us inform you about our services, events, charitable work and initiatives;
- To maintain membership and support;
- To contact you or your next of kin in case of emergency;
- To process data for weddings, funerals or baptisms;
- To increase our understanding of the churches' demographic makeup.

How long do we keep data?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: The Care of Your Parish Records": [Records management guides | The Church of England](#).

Your rights and your personal data

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

- The right to request a copy of the personal data which The Benefice holds about you (a Subject Access Request or 'SAR');
- The right to request that The Benefice corrects 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 The Benefice to retain such data;
- The right to withdraw your consent to the processing at any time where we have obtained your consent;
- The right to request that the data controller provide you with your personal data in a structured, commonly used and machine-readable format. Also, to transmit that data directly to another data controller (in limited circumstances);
- 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 (in limited circumstances);
- The right to lodge a complaint with the Information Commissioners Office.

Concerns and/or complaints

To exercise all relevant rights, or for queries or complaints please in the first instance contact the Team Administrator, 0117 967 3627, ta.hanhamandkingswood@gmail.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email: [Contact us - public | ICO](#)