Data Privacy

All Saints Church, Grayswood - Privacy Notices
Contact details: The Administrator, All Saints Parish Church, Grayswood GU27 2DJ.
01428 656504. allsaintsgrayswood@gmail.com

We process data for the following data subjects:

Recipients of emailed newsletters
- We hold your name and email address which you have provided to us.
- The purpose is to send you newsletters and general information regarding the church.
- Our legal basis is that our purpose is a legitimate interest.
- We retain the information until such time as you ask to be removed from the mailing list.

Participants in Church Activities
- In addition to your contact details we may hold information about events you have attended or activities you have joined in. The purpose is to keep you updated about similar events or manage activities you are involved in (e.g. rota).
- Our legal basis is that our purpose is a legitimate interest.
- We retain the information until such time as you ask to be removed from our database.

Members of the Parish Giving Scheme
- We receive your name and details of your giving from the scheme administrators.
- The Planned Giving Secretary uses this information to assist us with our financial management.
- Our legal basis is that our purpose is a legitimate interest.
- We retain the information for 7 years.

Members of the Gift Aid Scheme
- When you sign-up for Gift Aid we hold your address and signature, we also record details of donations which you have made. We send this information to HMRC.
- Our purpose is to assist us with our financial management and also to reclaim tax from HMRC.
- Our legal bases are that are purposes are a legitimate interest and also necessary to fulfil legal obligations with HMRC.
- We retain the information for 7 years.

Electoral Roll Members
- When you join the electoral roll we hold your name, address, telephone number, email address, a declaration regarding your membership of the Church of England and your date of birth if reaching the age of 16 within the following 12 months.
- We process the data for the following purposes:
- To maintain an electoral roll and to enable you to participate in elections under the Church Representation Rules. Our legal basis is to fulfil the legal obligations arising from those rules.
- To provide you with information and newsletters regarding the activities of the parish
- Our legal basis is our legitimate interest in undertaking such activities.
- We retain the information for 6 years until the preparation of a new roll.
- We will share the information with diocesan and other electoral registration officers when required.
- Your name (only) will be published on the electoral roll which is displayed in the parish churches.

Volunteers who require DBS checks

- If you work with children and we require a DBS certificate we hold your name, DOB, certificate number and date of issue.
- Our purpose is to protect vulnerable people in our care and to maintain contact with you and our legal basis is to fulfil legal obligations.
- We will send your email address to the appointed online disclosure checking agency.
- We retain the information until the expiration of the certificate.

PCC Members

- When you join the PCC we hold your contact details and date of birth.
- Our purposes are the effective administration of the PCC and also to comply with the requirements of the Charities Act.
- Our legal basis is that our purpose is also a legitimate interest and also to fulfil legal obligations.
- We retain the data for 3 years after you leave the PCC.

Separate Privacy Notices are provided for:

- People to be married at All Saints
- Baptismal Families
- These are provided at the time of data collection.

You have qualified rights to access, rectify and erase your personal data, and to restrict or object to processing and to make your data portable. You have the right to complain to a Supervisory Authority (e.g: The Information Commissioner's Office)

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