

DATA PRIVACY NOTICE

Amersham Deanery

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 controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Amersham Deanery is part of the Diocese of Oxford, and consists of a number of different churches. Laity representatives from each church are elected to be members of the Deanery Synod which also includes in its membership all the clergy from the parishes. Synod meetings are presided over by a combination of the Co-Area Deans, Assistant Area Dean and Lay Chair. There is a separate Chapter meeting for all Clergy, and a Mission and Pastoral Committee of elected Lay and Clergy representatives.

The Standing Committee of the Amersham Deanery consists of the Area Deans, Assistant Area Dean, Deanery Treasurer, Lay Chair with Deanery Secretary in attendance.

3. How do we process your personal data?

Amersham Deanery complies with its obligations under 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, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- Sending of Minutes of Meeting and Prayer Requests to members of the Deanery Synod.
- To maintain our own accounts and records.
- Communicating with Church Officers e.g. Treasurers
- Sending information to those that have registered to join a Deanery organised event e.g. Oberammergau Pilgrimage.

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

The basis for processing data is any of the following:-

- Notification of election or co-option to Deanery Synod following Annual Parochial Church Meetings.
- Notification of election to a Church Officer position (e.g. Churchwarden, Parish Administrator, Treasurer)
- Notification of induction or installation or licensing as a Clergy member to serve in the Amersham Deanery.
- Application to attend a Deanery event

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties outside of the Amersham Deanery with your consent.

6. How long do we keep your personal data?

Amersham Deanery retains data for:-

Up to 6 years for the addresses and contact details of Deanery Synod members. Up to two years for Deanery organised events.

7. Your rights and your personal data

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

- The right to request a copy of your personal data which DCF holds about you
- The right to request that DCF 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 DCF to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the Data Controller provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- 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;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then Amersham Deanery will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Amersham Deanery Administrator, Dorothy Potter (dorothy.potter@btconnect.com)

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