

DATA PROTECTION POLICY

Benefice of Kingsclere and Ashford Hill with Headley

Vicar: Rev Ben Read 01635 298471

Data Controller: Emma Rivers (Administrator) tel: 0779 093 4972

This policy sets out how the benefice of Kingsclere and Ashford Hill with Headley uses and protects any information that is given to us. We are committed to ensuring that individuals' privacy is protected. Any information given to us by which someone can be identified will only be used in accordance with this policy.

This policy is effective from January 2018, and is reviewed bi-annually.

Data Collection:

We may collect the following information:

- name
- contact information including email address
- details of connections with the church (for example dates of baptism or membership of a church group)

We require this information in particular for:

- keeping an up to date membership list (Electoral Roll)
- internal record keeping
- We may use the information to improve the service we offer our parishioners for example inviting families with children to our teddy bears picnic
- We may periodically send email containing news about the Church and promoting events using the email address provided.

Security

We are committed to ensuring that information is kept securely. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Controlling personal information

Individuals who have previously agreed to their personal information being used for direct marketing purposes, may change their mind at any time by writing to or emailing us.

We will not distribute personal information to third parties unless permission is gained or we are required by law (such as to help organisations in the prevention or detection of crime; the capture or prosecution of offenders; and the assessment or collection of tax or duty).

Individuals may request details of the personal information which is held about them under the Data Protection Act 1998. A small administration fee will be payable.

Should an individual believe that information we are holding on them is incorrect or incomplete, they should write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

Approved by the PCCs of St Mary's Kingsclere and Ashford Hill with Headley PCC January 2018

To be reviewed: January 2020