

# **DATA PRIVACY NOTICE**

## **THE CHURCH COUNCIL OF ALL SAINTS NORTH TENERIFE**

### **1. Your Personal Data - what is it?**

Personal data (i.e. information about, or pertaining to, you) relates to a living individual who could be identified from that data. Identification can be through the information alone, (written, video, audio, numerical, graphical, and photographic) or in conjunction with any other information in, or is likely to come into, the data controller's possession. The processing (handling or management) of personal data is governed by the General Data Protection Regulation (the GDPR).

### **2. Who are we?**

The Church Council of All Saints, North Tenerife (hereinafter known as "the church") is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The Church Council of the church complies with its obligations under the 'GDPR', by keeping personal data current and relevant; 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:-**

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution.
- To administer membership records.
- To fundraise and promote the interests of the church.
- To manage our employees and volunteers.
- To maintain our own accounts and records (including the processing of gift aid applications).
- To inform you of news, events, services and activities running at the church.
- To share your contact details with the Diocesan office, so they can keep you informed about news in the diocese in which you may be interested.

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

- Explicit consent of the individual so that we can keep you informed about news, events, services and activities, and keep you informed about diocesan events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security/social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a religious, philosophical, political or trade union aim provided that:-
  - ✓ the processing relates only to members, or former members (or those who have regular contact with the church).
  - ✓ it is in connection with those purposes; **and**
  - ✓ there is no disclosure to a third party without consent.

#### **5. 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, with your consent and will include only that information relevant in these specific instances. We will only share your data with third parties, outside of the chaplaincy, with your consent.

#### **6. How long do we keep your personal data?**

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.

Specifically, we retain Electoral Roll data while it is still current for both members and ex-members; gift aid declarations, and associated paperwork, for up to six years after the calendar year to which they relate; and chaplaincy registers (contracts such as baptisms, marriages, funerals) permanently.

#### **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 any personal data which the church holds about you.
- The right to request that the Council of the church 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 Church Council of the church to retain such data.

- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide you with your personal data and, where possible, to transmit that directly to another controller, (known as the right to data portability), where applicable.  
**NB:** [Only applies where the processing is based on consent, or is necessary for the performance of a contract with the individual, and in either case, the data controller processes the data by automated means]
- 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.  
**NB:** [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority; direct marketing and processing for the purposes of scientific/historical research and statistics)] However, none of the preceding possibilities are currently used by the church.
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing.**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we 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 or complaints, please, in the first instance, contact the Church GDPR Representative, Padmini James on Tel/WhatsApp: +34 633 91 49 37

For further information, you can contact the Information Commissioners Office for Spain on [www.agpd.es/](http://www.agpd.es/)

March 2021