

## **YOUNG PEOPLE'S DATA PRIVACY NOTICE**

### **1. What is your personal data?**

Your personal data is information about you that identifies you. The information on its own might identify you, or other bits of information that the church holds about you or may in the future hold about you might be needed. The processing of personal data is governed by the General Data Protection Regulation ("GDPR").

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

The Vicar and PCCs of St Leonard's, Eynsham and St. Peter's, Cassington are the data controllers, which means they decide how and why your personal data is used.

We will ask you to give us your consent to keep you informed about Benefice and youth news, events, activities and services and to keep you informed about Diocesan events.

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

Your personal data is kept up to date and we store and destroy it securely. We do not collect information that we don't need and when we don't need the information any more we destroy it. We make sure that we keep your data safe from loss or misuse and that no-one who does not need to can see your data.

We use your personal data for the following purposes: -

- To enable members of staff such as the Vicar and Youth Worker to look after you;
- To keep up to date records of who attends church groups;
- To fundraise and promote the interests of the church;
- To manage our employees and volunteers;
- To inform you of news, events, activities and services;
- To operate the church websites;
- To invite you to take part in surveys.

### **4. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church where necessary. We will only share your data with people outside of the parish with your consent.

Your contact details may be shared with the Diocesan office, so they can keep you informed about news and events in the Diocese that you may be interested in.

### **5. 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: <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>.

## 6. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights:

- To request a copy of the personal data we hold about you;
- To request that we correct any personal data if it is found to be inaccurate or out of date and to stop processing your data until it is correct;
- To request that your personal data is erased where it there is no longer any need for it to be kept by us;
- To withdraw your consent to us processing your data;
- To request that where possible we transmit your data directly to another data controller, (known as the right to data portability)<sup>1</sup>;
- To object to the processing of your personal data<sup>2</sup> and
- To lodge a complaint with the Information Commissioners Office.

## 7. Further processing

If we wish to use your personal data for a new purpose, not covered by this notice, we will provide you with a new notice before we make any changes.

## 8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Benefice Administrator, Jan Macdonald [stleonards\\_stpeters@btconnect.com](mailto:stleonards_stpeters@btconnect.com) 01865 883325 or the Vicar, Rev. Duncan Fraser [vicar@stleonardsandstpeters.church](mailto:vicar@stleonardsandstpeters.church) 07810 324088.

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.

<sup>1</sup> Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.

<sup>2</sup> 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