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The Benefice of  
**St Nicholas, Wilden**  
**St Denys, Colmworth**  
**All Saints, Ravensden**  
**St Dunstan, Bolnhurst**  
**St Mary, Keysoe**



*Priest in Charge - Rev'd Timothy Wilson - Mob: 07808 865716 - email: revtimwilson@wcrchurches.org*  
*Church Office - Ravensden Parish Room, All Saints Church, Ravensden, Bedfordshire, MK44 2RR*  
*email: office@wcrchurches.org - Reg. Charity No: 248887*

## **Data Privacy Notice**

This policy notice summarises how "The Benefice" of **St Nicholas, Wilden** with **St Denys, Colmworth** and **All Saints, Ravensden** (hereafter referred to as "*The Benefice*") uses and protects any personal information that is collected or provided by our parishioners, for the purposes of undertaking church duties, supporting the mission and ministry of "*The Benefice*".

The Data Controller for each parish is the Parochial Church Council (PCC) and they can be contacted at [office@wcrchurches.org](mailto:office@wcrchurches.org). This means each PCC controls how your personal data is processed and for what purpose.

If a person is asked to provide information by which they can be identified, when supporting "*The Benefice*" or using "*The Benefice*" website, they can be assured it will only be used in accordance with this privacy notice.

The Data Controller may change this policy notice from time to time. It will be the data subjects' responsibility to check this data privacy policy periodically to ensure that they are happy with any changes.

### **Personal information**

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").

All 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. We will only share data subject's data with third parties outside of the parish with their consent.

Contact details may, depending upon the role/posts that are held, be used to maintain contact with our data subjects by distributing information on events and activities and when requesting statistical and financial information relating to the parish or church the data subject is connected to.

Any personal details submitted through the events sections of "*The Benefice*" website will be used only for the purposes of administration of those activities or adverts.

### **Controlling data subject's personal information**

The Data Controller will not sell, distribute or lease data subject's personal information to third parties unless we are required to do so by law. It may be shared within the structures of "*The Benefice*" and Church of England and other ecumenical partners within the Diocese and nationally.

Data subjects may, under the GDPR and Data Protection Act 2018, request details of personal information which "*The Benefice*" holds about them. If a data subject should require a copy of this information they should contact Rev'd Tim Wilson at the Church Office, Ravensden (please see Contact Details section)

If a data subject believes that any information that the Data Controller is holding is incorrect or incomplete, or wishes to change the use of their personal information, they can request a change at any time by emailing the Data Controller at [office@wcrchurches.org](mailto:office@wcrchurches.org).

If a data subject believes that the Data Controller has not managed their information correctly, the data subject may make a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk/>.

### **What "*The Benefice*" collects**

The Data Controller collects anonymised data from visits to "*The Benefice*" website for analytical purposes via our use of cookies as explained below. It may also collect paper-based information e.g. Electoral Roll.

### **What "*The Benefice*" does with the information we gather**

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"*The Benefice*" requires the information gathered to ensure that the data submitted correctly identifies the data subject as having permission to use the information they may be submitting. "*The Benefice*" should also comply with its obligations under the "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: -

- To improve our website
- To maintain our own accounts and records (including the processing of gift aid applications)
- To inform you of news, event, activities and services running within our Benefice
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested

### **How long does "*The Benefice*" keep the information?**

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 [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

### **Security**

The Data Controller is committed to ensuring that data subject information is secure. 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 collected online and physically.

### **How cookies are used on this website "*The Benefice*" website**

A cookie is a small file that asks permission to be placed on the visitor's computer's hard drive. When added, the cookie helps analyse web traffic and tracks when a particular part of the website is visited. Cookies allow web applications to respond to individuals.

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A cookie does not allow the Data Controller access to visitors' computers or any information about them, other than the data that is shared with us.

This website uses 'cookies' to make the site more useful to visitors. Most web browsers automatically accept cookies, but visitors can usually modify their browser setting to decline cookies if they prefer. However, this may prevent them from taking full advantage of the website.

### **Links to other websites**

"*The Benefice*" website may contain links to enable visitors to easily visit other websites of interest, or complete a form. However, once these links have been accessed and the visitor has left "*The Benefice*" website, it is important to note that "*The Benefice*" does not have any control over that other website. "*The Benefice*" therefore cannot be responsible for the protection and privacy of any information provided by a visitor whilst visiting such sites, and such sites are not governed by this privacy notice.

Visitors should exercise caution and look at the privacy notice applicable to the website in question.

### **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.

### **Contact Details for "*The Benefice*"**

To exercise all relevant rights, queries or complaints please in the first instance contact:  
Rev'd Tim Wilson Church Office - Ravensden Parish Room, All Saints Church, Ravensden,  
Bedfordshire, MK44 2RR, email: [revtimwilson@wcrchurches.org](mailto:revtimwilson@wcrchurches.org)

<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

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