

THE BENEFICE OF SOUTH ELMHAM & ILKETSHALL PRIVACY POLICY

To comply with the Data Protection Act 1998

The 1998 Data Protection Act is designed to protect the rights of identifiable living individuals concerning information about them (known as *personal data*). It covers basic factual information (such as names and addresses) and expressions of opinion (such as references). The Act covers personal data held in paper-based files as well as on computer. This Benefice Policy sets out the basis upon which we hold and use such information and your right to see the information held about you.

BENEFICE DATA CONTROLLERS

The Incumbent (on behalf of the Benefice) and each PCC are Data Controllers since they are separate legal entities who process personal data. This Act aims to protect each individual and to ensure that organisations, such as the Benefice and our PCC's hold personal data in a responsible manner. Essentially the Act is about giving control back to the individual. It is the responsibility of the Data Controllers to ensure your information is used only for purposes which are necessary for our legitimate interests as a Christian benefice, parish and church.

You can access our Web site home page and browse our site without disclosing your personal data.

YOUR ADDRESS and/or EMAIL ADDRESS

If you give us your home or electronic mail address, we will only use it for the purpose related to in the request. We will not transfer that information to anyone else or use it for other purposes without your express permission. Our detailed privacy policy is given below.

COMMUNICATIONS

The ongoing work of each parish and the Benefice is sustained by gifts and donations received through both churches and individuals. It is therefore important that the information we hold is relevant and updated regularly.

ACCOUNTING

We have to record donations and income received for auditing purposes, to produce our annual accounts, to monitor income received and to claim Gift Aid tax rebates.

DEVELOPMENT

By monitoring the way our supporters get involved in our work we can identify and create new ways to inform people about that work and get more supporters involved. Any information we hold on you as a supporter of a parish church is kept securely and is never passed on or sold to other organisations.

WHAT ARE THE BENEFICE AND PCC RESPONSIBILITIES?

As well as ensuring that we are using your data in this way, we also have to follow rules on the type of data we obtain, its quantity and quality, and how long we can use it.

1 PURPOSE AND USE

We can only use information for legitimate purposes, such as communicating with our supporters, receiving money and developing our activities - and only for the purpose for which you gave us those details. When you contact a parish or the Benefice to request information, or to make a donation, we make the assumption that you wish to remain updated about our projects and work and may therefore add you to our address list.

2 QUANTITY

We are only allowed to collect as much information as is necessary to carry out your request. If you contact us to make a donation to the church or benefice on behalf of a friend or family member it would be appropriate for us to collect the information about that body or person but it will only be used in respect of the donation made.

3 QUALITY

All the information we hold about you must be accurate. Wherever possible we try to keep our address information up to date and make every effort to amend those records as necessary.

4 DURATION

We are not allowed to hold your information for longer than necessary to achieve the task for which the information was collected. Information held on our database is used to update churches and individuals about our work, circulate printed material as requested and make known prayer needs.

5 SENSITIVE DATA

We are not allowed to collect or use information that is considered 'sensitive' (such as information about racial or ethnic origins, religious beliefs, health) without explicit consent to do so.

6 OUTSIDE THE EUROPEAN UNION

We may not transfer information about you outside the EU or the European Economic Area without your consent. There may be times when we would need to transfer your information to a country in the developing world in order to process charitable giving or support. In such circumstances, we would ask you to make a statement granting your consent.

7 SECURITY

We have implemented security policies, rules and technical measures to protect the personal information we hold from unauthorised or improper access or use, unlawful destruction or accidental loss.

8 YOUR OTHER OPTIONS

You can always choose not to provide personal information to us. Simply ring the Rector on 01986 781345 or write to him at Parsonage House, Low Street, Ilketshall St. Margaret, Bungay, Suffolk. NR35 1QZ.

HOW DO THESE RULES AFFECT YOU?

The Data Protection Act gives you these rights:

1 Access

You have a right to access the information the Benefice and/or the PCC is holding about you. By law we are obliged to respond within 40 days to written requests for access to your records. An administration charge of £10 per application will apply.

2 Correction

You have a right to correct any inaccuracies in your details. We make every effort to make the necessary changes within 5 days of receipt. If you receive any communication from us with incorrect address details, please notify us as soon as possible.

3 Opting out

Neither the Benefice nor any PCC is allowed to keep your information to use as we please. If at any time you are unhappy with the way we are using your information you have the right to tell us to stop. Please note that if you decide to opt out of receiving any information from the Benefice and/or a PCC we will no longer be able to contact you unless you request otherwise in the future. We will delete your address details from our database but any information relating to a Gift Aid declaration will be held until the end of the appropriate tax period. Your donation history will be maintained for accounting purposes only.

4 What data does the Benefice and PCC hold?

If you have contacted us to enquire about our work or to make a donation, you will have provided us with information about yourself. This probably includes:

Contact details, as name, address, telephone number and email address.

Details about your donation. (which may have included details of your bank account or credit card).

Further details about a family member, the church you attend or how you would wish to support our work.

From the information you provided we may also have 'created' other information such as the nature of any "office" held on a PCC, which will be published in our annual "Directory" for Benefice and Diocesan use only.

Happy to help

It is important for us that you are happy with how we are keeping and using your information. If you have any concerns please feel free to contact the Rector:

Revd. Richard Thornburgh
Parsonage House
Low Street
Ilketshall St. Margaret
Suffolk NR35 1QZ.

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as Supplement 1 to the Benefice "Statements, Policies and Supporting Documents" booklet dated Summer 2003.