

Data Protection

In this benefice we manage personal data in compliance with the General Data Protection Regulations.

Data We Hold

The clergy, officers and Parochial Church Councils (PCC's) of Holy Trinity Church Bridgwater and St Hugh's Church Durleigh hold personal data of several types and for various purposes. Hard copy data is held in locked safes and drawers. The churches do not employ an administrator so electronic data is held on individuals' personal computers. All such computer systems are password protected and data is retained on the hard drive and on back-up devices which may be "in the cloud".

Data provided to enable the provision of statutory services, eg marriages, is available for public access upon request and copies are provided in accordance with statute.

Data provided for the purposes of church membership, eg baptism, confirmation, electoral roll, is treated in accordance with Church of England requirements. The Electoral Roll data and any additional personal data voluntarily provided at any time by a person on the roll or regularly worshipping in the church, eg telephone numbers, email address, is retained electronically and shared in hard copy or electronically with the Standing Committee of the PCC; the Electoral Roll data is displayed publicly as required by the Church Representation Rules.

What We Use The Data For:

Members of the clergy - To provide pastoral care to our parishioners. This data will include notes of discussions, individual circumstances and other similar data essential to the provision of that care.

The Officers and PCC's:

To enable us to provide a voluntary service for the benefit of the public in the two parishes that make up the benefice

To administer membership records;

To fundraise (includes Church Hall hire) and promote the interests of the church as a charity;

To manage our employees and volunteers;

To maintain our own accounts and records.

To inform individuals of news, events, activities or services.

To process gift aid applications.

Safeguarding.

How Long We Keep Your Personal Data

We keep your personal data for no longer than reasonably necessary in case of any legal claims/complaints; for safeguarding purposes some data may be retained indefinitely.

If You Require A Copy of Your Personal Data

Please contact:

The Vicar for enquiries relating to the information held by the clergy or

Either of the church wardens, who jointly act as the PCC's "Data Controller", for enquiries relating to the information held by the PCC.