

COMMUNITY OF THE WELL

DATA PRIVACY NOTICE

Last updated: April 2024. Approved by Directors:

1. Your personal data – what is it?

Personal data comprises information relating to an identifiable living individual. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or which is likely to come into their possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR") and the UK Data Protection Act 2018.

2. Who are we?

The Community of the Well (CoW) is the data controller as defined by GDPR (contact details below). This means that the CoW is responsible for how your personal data is processed and for what purposes.

3. How do we process your personal data?

The CoW complies with its obligations under GDPR by keeping personal data up to date; by storing and disposing of 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 measures are in place to protect personal data.

We use personal data for the following purposes:

- To manage our staff
- To maintain our own accounts and records
- To inform people of news, events, activities and services run by CoW

We do not carry out automated data processing or profiling.

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

We hold data for use under several different bases, as defined by GDPR:

- Our legitimate interest as a business to inform about services, social activities and meetings;
- Explicit consent where data provided for one purpose is used for another purpose;

- Where processing is necessary for carrying out legal obligations under employment, social security or social protection law; and
- Sensitive personal data about religious belief, including confirmation and baptism, is held in order to carry out activities directly related to our status as a not-for-profit body with religious aims, but only where:
 - the processing relates only to members or former members (or those who have regular contact in connection with those purposes); and
 - there is no disclosure to a third party without consent.

If we process your data on the basis of your consent, you can withdraw this consent at any time by contacting a director (details below).

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be accessed by those members of the CoW staff where necessary to carry out those types of processing set out above. We will not transfer your data to any countries or organisations outside the EU, except where we make use of online facilities through Facebook for livestreaming and of online facilities for backing up data and transferring data between devices, such as Dropbox. Where such services are used, we will provide links to the provider's privacy notice on our website.

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: The Care of Your Parish Records](#) which is available from the Church of England website.

Specifically, we retain contact details for a period of five years; financial data and associated paperwork for seven years after the calendar year to which they relate; safeguarding records and minutes of meetings are held indefinitely.

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 the personal data that the CoW holds about you;
- The right to request that the CoW corrects any personal data if it is found to be inaccurate;
- The right to request your personal data is erased, to request that a restriction is placed on further processing, or to object to the processing of your personal data. The CoW will consider such requests in the context of its own legitimate interests and legal requirements that may require it to continue to hold the data;

- The right to withdraw your consent to the processing at any time, where processing is based upon consent;
- The right to data portability, where applicable;
- The right to lodge a complaint with the Information Commissioners 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 privacy notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where appropriate, we will seek your prior consent to the new processing.

9. Contact Details

To exercise your rights under GDPR, or if you have any queries or complaints please contact the CoW Director

Rev Alison Hobbs
Brancepeth Castle
Durham
DH7 8DF

You can complain to the Information Commissioners Office if you are unhappy with how we have used your data, at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
0303 123 1113

For email contact details, see <https://ico.org.uk/global/contact-us/email/>