

Plympton Team Ministry

The Parishes of Plympton St Mary and Plympton St Maurice

Banns of Marriage Application and Wedding Welcome Form Privacy Notice

This privacy notice is provided to explain what to expect when the clergy and/or churchwardens and the Parochial Church Councils (PCC) of the Plympton Team Ministry collect, process and use your personal information in accordance with the UK GDPR and Data Protection Act 2018.

It is important that you read this notice so that you are aware of how and why we use your personal data.

The clergy and/or churchwardens and the Parochial Church Councils (PCC) of the Plympton Team Ministry are committed to protecting your personal data and respecting your privacy. Personal data is defined as any information relating to an identified or identifiable natural person.

This privacy notice describes the relationship between the clergy and/or churchwardens and the PCC in respect of your Banns of Marriage Application and your Wedding Welcome Form; how your personal data is shared between us; how that data is used, stored and protected; your rights in relation to that data and how you can contact us.

1. Data Controllers and Joint Controllers

For the purposes of publishing your Banns of Marriage the clergy and/or churchwardens and the PCC act as “joint controllers” of your personal data. This means that both data controllers work together to decide why and how your personal information is processed. It also means that we are jointly responsible for that processing under UK data protection law.

Separate controller activities

Not all processing is carried out jointly. The PCC acts as separate data controller for certain activities for example, maintaining parish contact records and making contact on significant occasions such as your wedding anniversary. The clergy and/or churchwardens act as a separate data controller for certain ministerial and pastoral activities.

2. Purpose and lawful basis for processing

We process your personal data in order to fulfil our legal obligations in relation to marriage; publish and read your Banns of Marriage, conduct necessary eligibility and due-diligence checks; plan and conduct your wedding service and, where appropriate, maintain pastoral contact following your wedding.

3. The lawful basis for using your information

Personal Data (Article 6 UK GDPR)

We rely on the following lawful bases: Article 6(1)(c), Article 6(1)(e) and Article 6(1)(f) of the UK GDPR, which relate to processing necessary to comply with a legal obligation to which we are subject (reading the Banns), official authority vested in the controllers (conducting due diligence), your and our legitimate interests (planning for the wedding service, making contact after your wedding), respectively.

Special Categories (Article 9 UK GDPR)

The information you provide us in relation to the Banns of Marriage Application and Wedding Welcome Form contains special category data, including religious and ethnic information. We process your special category information as a legitimate activity of a not-for-profit religious body, with appropriate safeguards. (Article 9(2)(d) of the UK GDPR). And under Schedule 1 Part 2 para.6 of the Data Protection Act 2018 which relates to legal/statutory purposes. We have a requirement to comply with the following statutory provisions:

The Marriage Act 1949 - <https://www.legislation.gov.uk/ukpga/Geo6/12-13-14/76/contents>

The Marriage Measure 2008 - <https://www.legislation.gov.uk/ukcm/2008/1/contents>

The Immigration Act 2014 - <https://www.legislation.gov.uk/ukpga/2014/22/contents>

4. What we do with your personal data

When we receive your completed forms, we will create a record containing the details of your Banns of Marriage Application and Wedding Welcome Form and save a copy of any additional information you have provided to us in order to further your

application. We will also use your personal data to contact you after your wedding in relation to our shared legitimate interests such as celebrating your wedding anniversary or invitations to church events.

5. Sharing your personal data

We will not release your information to third parties and will only share wider details where required by law. Personal data will not be transferred outside the UK or EEA without your explicit consent.

Your name and banns information will be publicly read in church and displayed on the parish noticeboard for the statutory period, in accordance with marriage law.

This means your **name(s) and parish of residence** will be public information for this purpose.

Personal data will not be transferred outside the UK or the EEA without your explicit consent.

6. How long we keep your information

The supporting documentation for your marriage banns will be kept by the registrar for three years then destroyed in line with the requirements of the Marriage Act 1949.

A record of your marriage may be preserved in church archives as part of the Church's overall historical record. Archived data will only be used for historical research and education.

Do we use any data processors?

Yes – we use the following data processors for the above – <https://www.lifeeventsdiary.org/>

7. Your data subject rights and access to your personal data.

You have the right to contact the data controllers and exercise your data subject rights. You have the right to:

- request information about how your personal data is processed, and to request a copy of that personal data (SARs)
- request that any inaccuracies in your personal data are rectified without delay raise an objection to the processing of your personal data where it is processed under legitimate interests or for the purposes of direct marketing
- request that your personal data is erased, if there is no longer a justification for it to be processed (applicable in certain circumstances)
- request that the processing of your personal data is restricted (applicable in certain circumstances)
- request that any incomplete personal data is completed, including by means of a supplementary statement.

You should contact us, should you wish to submit any of these requests.

8. Complaints and concerns

If you have any queries about how we use your personal data and why we do so, please contact plymptonteamministry@gmail.com

If you have any concerns or queries about how the clergy and/or churchwardens and the Parochial Church Councils (PCC) of the Plympton Team Ministry handles your personal information, please contact our Data Protection Officer at plymptonteamministry@gmail.com

You have the right to make a complaint at any time to the UK's privacy regulator, the Information Commissioner, at ico.org.uk/make-a-complaint/data-protection-complaints/.