Joint Data Privacy Notice

The Benefice of Milton Abbot and Dunterton, Lamerton and Sydenham Damerel, Marystowe, and Coryton (South Tamar Mission Community) in the Diocese of Exeter

Covering the 6 churches and 4 Parochial Church Councils (PCCs) of the Benefice

- **Milton Abbot and Dunterton**
- **Lamerton and Sydenham Damerel**
- **Marystowe**
- **Coryton**

1 Your Personal Data – What is it?

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 UK General Data Protection Regulation (the "UK GDPR") and the Data Protection Act 2018.

2 Who Are We?

The **Incumbent** (the Vicar/Rector/Priest-in-Charge) of the Benefice and the **individual Parochial Church Councils (PCCs)** listed above act as **Joint Data Controllers** (collectively referred to in this notice as "we" or "the Benefice"). Each PCC has assigned the Parish Safeguarding Representative as an additional Data Controller.

Because our six churches share administrative resources, ministry teams, communications, and database systems across the South Tamar Mission Community, we operate under a **Joint Controller Arrangement**. This means we work together to look after your data, but your legal rights can be exercised against any of the individual PCCs or the Incumbent.

3 How Do We Process Your Personal Data?

We comply with our obligations under the UK 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 and physical measures are in place to protect personal data.

We use your personal data for the following purposes:

• To administer, run, and support the day-to-day life of our six churches and the wider Mission Community.

• To provide a voluntary service for the public benefit within our geographically defined parish boundaries.

• To manage our employees, contractors, and extensive networks of volunteers.

• To maintain our statutory church records (including the Church Electoral Rolls, and registers of Baptisms, Marriages, and Funerals).

• To provide pastoral care to parishioners, including visits and support carried out by our licensed and lay ministry teams (including Clergy, LLMs, PTO Ministers, Anna Chaplains, and the Pastoral Care Team).

• To process financial transactions, including regular giving, one-off donations, fees, and Gift Aid claims.

• To communicate with you about Benefice services, events, rotas, activities, and news (via iKnow Church, Mailchimp newsletters, printed parish materials, and local church messaging groups).

• To track, manage, and audit safeguarding compliance, training, and DBS checks for all relevant volunteers and staff.

4 What is the Legal Basis For Processing Your Data?

Depending on how you interact with us, we rely on one or more of the following lawful bases:

- **Legitimate Activities (Article 6(1)(f) & Article 9(2)(d)):** As non-profit religious bodies, we process data relating to our members, regular attenders, and those in regular contact with us to run the church day-to-day. This includes processing "Special Category Data" (such as your religious beliefs, prayer requests, or pastoral care needs) provided it is never disclosed externally without your knowledge.
- **Legal Obligation (Article 6(1)(c)):** We must process certain data to comply with the law. This includes maintaining the Church Electoral Roll under the Church Representation Rules, processing Gift Aid details for HMRC, and reporting statutory compliance data to national safeguarding portals.
- **Public Task / Public Interest (Article 6(1)(e)):** To carry out our official duties as the established Church of England, such as solemnising marriages, conducting funerals, and maintaining permanent records under the Parochial Registers and Records Measure 1978.
- **Explicit Consent (Article 6(1)(a)):** For specific situations where you choose to opt-in, such as subscribing to our Mailchimp newsletters, being added to a church WhatsApp group, or allowing your contact details to be shared on an informal local team rota (e.g., flower, coffee, or cleaning rotas). You can withdraw your consent at any time.

5 Keeping and Storing Your Data

Your data is stored securely using password-protected, encrypted systems for digital records and locked physical storage for paper files.

- **Centralised Administration:** We use **iKnow Church** as our primary database for secure, restricted storage of congregation and group directories, and for direct administrative mailings.
- **Mass Communication:** We use **Mailchimp** strictly for news, publicity, and community-wide email newsletters based on your explicit opt-in consent. Highly sensitive details (such as financial records or pastoral data) are strictly prohibited from this platform.
- **Safeguarding Compliance:** All tracking data is input directly into the national **Parish Safeguarding Dashboards and Hub** under a legal obligation. Access is strictly restricted to the Incumbent, individual Parish Safeguarding Representatives (PSRs), and the Benefice Safeguarding Coordinator.

- **Pastoral and Ephemeral Records:** Lay and ordained pastoral teams treat your details with absolute confidence. Temporary notes, contact lists, or prayer requests are classified as ephemeral and are cross-cut shredded or permanently deleted as soon as the visit or action is complete.
- **Retention Lifecycles:** In managing records through their lifecycle, we follow the national Church of England Records Retention Schedule to meet our legal, safeguarding, GDPR, and operational requirements while preserving records of historical value.

6 Sharing Your Personal Data

Your personal data will be treated as strictly confidential. It will only be shared within the South Tamar Mission Community with ministry team members, PCC officers, and administrative staff who require access to perform their specific duties.

We will only share your data with third parties outside of the Benefice in the following circumstances:

- With your explicit consent.
- With the **Exeter Diocesan Board of Finance (EDBF)** or the wider Diocese of Exeter for statutory, administrative, or legal reporting.
- With **HMRC** for processing Gift Aid claims.
- With statutory authorities (such as the Police or Local Authority Social Care teams) if a critical safeguarding concern arises in line with House of Bishops' statutory duties.

7 Your Rights Under the UK GDPR

Unless subject to a legal exemption under the UK GDPR, you have the following rights regarding your personal data:

- The right to request a copy of the personal data which the Benefice holds about you (**Subject Access Request**).
- The right to request that the Benefice corrects any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer legally or operationally necessary for the Benefice to retain it (**Right to be Forgotten**).
- The right to withdraw your consent to email communications, messaging groups, or rotas at any time (where processing was strictly based on consent).
- The right to lodge a complaint with the Information Commissioner's Office.

8 Further Processing

If we wish to use your personal data for a new purpose not covered by this Data Privacy Notice, 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 necessary, we will seek your prior consent to the new processing.

9 Contact Details

To exercise any relevant rights, queries, or complaints, please contact the Incumbent in the first instance at:

Email: vicar@southtamar.church

Postal address: The Vicarage, The Parade, Milton Abbot, Tavistock , Devon PL19 0NZ

Telephone: 07947 604160

You can contact the Information Commissioner's Office on 0303 1231113 or via email or post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.