

## **Data Privacy Policy**

### **The Anglican Church in the Costa Brava - Privacy**

#### **1. Who are we?**

We are the Anglican Church in the the Costa Brava, part of the Diocese of Europe.

#### **2. Personal Data under GDPR.**

Personal data is considered to be any piece or item of information that contains an “identifier” that can be used to identify a specific individual or group of individuals. The following are examples of personal data:

- Names
- Dates of birth,
- Addresses (postal or electronic),
- Telephone numbers,
- Bank details,
- Audio or visual recordings,
- Opinions,
- Passport numbers.
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#### **3. Why and how do we process your personal data?**

The GDPR covers the processing of personal data. We only process personal data to enable us to carry out our duties and services on behalf of the Anglican Church in the Costa Brava and the Diocese of Europe. Our duties include the provision of religious church services at different locations within the Costa Brava, the performance of Christenings and Baptisms, Confirmations, the celebration of marriage, the conduct of funerals and/or memorial services, conducting bible study/fellowship groups, having social gatherings and holding fund raising events throughout the year to support our church activities.

We use and process your personal data in connection with the above, but in particular:

- To administer membership records, including the electoral roll.
- To communicate with you regarding worship services, church events and activities,
- To advise members of the church, friends, supporters and stall holders of church fund raising events such as the Annual Christmas Fair and Great British Lunches.
- To maintain our own accounts and records, including donations and gift aid applications for UK and Spanish tax payers. The Diocese of Europe will be provided with relevant personal data relating to those who make gift aid donations, as required by law.

Please note that,

- We do not sell your data.
- We do not share data without your consent or unless compelled by law.
- We only ask for and hold personal information that is relevant to allow us to carry out our church activities.
- We do not use cookies.

**4. How long do we retain your personal data?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available on the Church of England website and includes details of retention periods in the Record Management Guides. Please note we retain Electoral Roll data whilst it is current; gift aid declarations and related documentation for up to 6 years from the calendar date to which they relate and certain information is held permanently such as baptisms, marriages and funerals.

**5. Your rights relating to your personal data.**

Subject to GDPR requirements and other laws, you have the following rights with respect to your personal data:

- To request a copy of the personal data that the Anglican Church in the Costa Brava holds about you.
- To request us to correct or amend any personal data that is wrong or out of date.
- To have your personal data erased if it is no longer required. An example would be if you no longer wish to be contacted in connection with church activities or you cease to be a stall holder at the Christmas Fair.
- To withdraw your consent to the processing of data.

**6. Contact and/or complaints.**

If you have a query or complaint about your personal data, in the first instance, please would you contact our Data Protection Officer, Keith Grant, in one of the following ways:

Telephone - (00 34) 972 177 776

Email – dpofficeracb@gmail.com