

## 1. Who we are

We are **Chadbrook Benefice**, The Benefice is a charity established for charitable purposes and is the **data controller** for personal data we process.

### Contact details:



The Rectory, The Green, Long Melford, Suffolk, CO10 9DT



Email: [Chadbrookoffice@gmail.com](mailto:Chadbrookoffice@gmail.com)



Phone: 07804 558160

For data protection queries, contact: Vicky Moakes, Administrator

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## 2. Why we process personal data

We collect and use personal data to carry out the mission and activities of the church, including:

- Maintaining membership and electoral roll records
  - Pastoral care and support
  - Safeguarding children and vulnerable adults
  - Administration of baptisms, weddings, funerals, and confirmations
  - Managing volunteers and church officers
  - Communication about services, events, and church life
  - Financial administration (e.g., donations, Gift Aid)
  - Compliance with Church of England, diocesan, and legal obligations
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## 3. Types of personal data we process

Depending on your involvement, we may process:

### Basic information

- Name, address, phone number, email
- Date of birth
- Family relationships

### Church involvement

- Electoral roll status
- Attendance and participation in church activities
- Volunteer roles

### Special category data (extra protection under GDPR)

- Religious belief (inferred through church involvement)
- Pastoral information (where shared with consent or as part of church ministry)
- Safeguarding information
- Health or accessibility needs (if provided)

### Financial information

- Donation records
  - Gift Aid declarations
  - Bank details (where necessary)
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## 4. Lawful bases for processing

We process personal data under the following legal bases:

Purpose	Lawful basis
Church administration & membership	Legitimate interests of the church
Pastoral care	Legitimate interests / explicit consent where appropriate
Safeguarding	Legal obligation & substantial public interest
Gift Aid & finance	Legal obligation
Church communications	Legitimate interests / consent (where required)
Electoral Roll	Legal obligation under Church Representation Rules

Special category data is processed under **Article 9(2)(d)** (religious organisations) and **safeguarding provisions**.

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## 5. How we share data

We only share personal data when necessary, including with:

- The **Diocese of St Edmundsbury & Ipswich**
- Church of England national bodies (where required)
- Safeguarding authorities (where required by law)
- HMRC (for Gift Aid)
- Service providers acting on our behalf (e.g., email or database providers)

We do **not** sell personal data.

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## 6. Data retention

We keep data only as long as necessary. Examples:

- Electoral Roll – as required by Church Representation Rules
  - Gift Aid records – 6 years after last donation
  - Safeguarding records – in line with national safeguarding guidance
  - Baptism/wedding registers – permanently (legal requirement)
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## 7. Your rights

You have rights under data protection law, including:

- To access your personal data
- To correct inaccurate data
- To request erasure (in certain circumstances)
- To restrict processing
- To object to processing based on legitimate interests
- To withdraw consent (where consent is used)

Requests should be made to the contact listed above.

You may also complain to the **Information Commissioner's Office (ICO)** if you believe your data has been misused.

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## 8. Security

We take appropriate measures to protect personal data, including:

- Password-protected systems
  - Restricted access to records
  - Secure storage of paper files
  - Safeguarding confidentiality
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## 9. Photography & media

Photos or videos may be taken at church events. We will:

- Inform attendees where photography occurs
- Obtain consent where individuals are identifiable and images are used publicly
- Respect requests not to be photographed

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#### **10. Children and vulnerable adults**

We process children's and vulnerable adults' data only as necessary for church activities and safeguarding, in line with Church of England safeguarding policy.

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#### **11. Changes to this notice**

We may update this Privacy Notice periodically. The latest version will be available at <https://www.longmelfordchurch.com/>