

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



Phone: 07804 558160

For data protection queries, contact: Vicky Moakes, Administrator

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

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)

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**.

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.

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)

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.

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

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

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.

11. Changes to this notice

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