



PRIVACY NOTICE

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. The processing of personal data is governed by the Data Protection (Bailiwick of Guernsey) Law, 2017.

Who are we?

This Privacy Notice is provided to you by the Rector and Churchwardens of St Andrew, who are the data controllers for your data.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. The Rector and Churchwardens work together with:

- the Dean of Guernsey and vice-deans;
- the incumbents, churchwardens and other officials of the other 15 ecclesiastical parishes in Guernsey, Alderney and Sark;
- the Archbishop of Canterbury;
- the Right Reverend Trevor Willmott (exercising episcopal ministry in the Channel Islands under delegated authority from the Bishop of Winchester); and
- the Diocesan Office in Canterbury.

As the Church is composed of all those persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and the Bailiwick. The organisations referred to above are joint data controllers and all are therefore responsible to you for how we process your data.

This Privacy Notice relates to the data held by the Rector and Churchwardens of St Andrew.

How do we process your personal data?

The Rector and Churchwardens comply with their obligations under the Data Protection (Bailiwick of Guernsey) Law, 2017 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.

What information may be held about you?

Full name, postal address, telephone numbers, date of birth and email addresses and, where relevant, information regarding your religious beliefs.

How did we get that personal data?

The data (as detailed in the previous paragraph) will have been supplied to the Rector and Churchwardens either by yourself or by the organisations or office-holders listed in 'Who are We' above.

We use your personal data for the following purposes:

- your name, telephone number and email address, (and, in some cases, your postal address) may be published in the annual Guernsey Deanery Directory;
- the compilation of the Electoral Roll for the Deanery of Guernsey;
- the distribution of papers for meetings;
- sending you information relating to wider church matters, including the weekly newsletter.

What is the legal basis for processing your personal data?

Your data is processed in order that the Rector and Churchwardens can ensure that they comply with the legal obligations set out in the Channel Islands (Representation) Measure, 1931, as amended and the Synodical Government (Channel Islands) Order, 1970.

Insofar as any personal data relates to 'special categories of personal data' the processing is a legitimate activity of a not-for-profit organisation that exists for religious purposes in order to manage and administer internal functions in relation to membership and services provided.

Do we disclose personal data to any other organisations?

No, other than the Diocese of Canterbury, Deanery of Jersey and the other 15 ecclesiastical parishes in Guernsey, Alderney and Sark – all of which are part of the Church of England. Data held in respect of the Deanery Electoral Roll is deemed to be public information pursuant to the Channel Islands (Representation) Measure, 1931,

as amended. As referred to above, certain data is published in the annual Guernsey Deanery Directory.

How long is personal data held?

With regard to the Deanery Electoral Roll, a maximum of six years from enrolment. Otherwise data are held until such time as the subject no longer holds office in the Diocese, Deanery or parishes. Once advised of a change of office-holders the information is updated in the next annual Guernsey Deanery Directory. Electronic data is deleted upon receipt of notification of a change of office.

What are your rights?

Unless subject to an exemption under the Data Protection (Bailiwick of Guernsey) Law, 2017 you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which the Rector and Churchwardens hold about you;
- the right to request that the Rector and Churchwardens correct 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 necessary for the church or Deanery of Guernsey to retain such data. (Note: if you request the erasure of information held on the Deanery Electoral Roll, you will lose the right to vote in certain business transacted at the church's Annual Congregational Meeting);
- the right, where relevant, to withdraw your consent to the processing at any time;
- the right to lodge a complaint with the Data Protection Commissioner who may be contacted at

Office of the Data Protection Commissioner
St Martin's House, Le Bordage, St Peter Port,
Guernsey, GY1 1BR

01481 742074 enquiries@odpc.gg

Contact details:

To exercise all relevant rights or to make complaints, please write in the first instance to the Rector:

The Very Revd T R Barker, The Rectory, Route
de St André, St Andrew, Guernsey, GY6 8XN

01481 238568 dean@deanery.gg

Reviewed and revised, 28 July 2020