

DATA PRIVACY NOTICE

Blackburn Diocesan Evangelical Fellowship (BDEF)

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 General Data Protection Regulation (the "GDPR").

2. Who are we?

Blackburn Diocesan Evangelical Fellowship, is a data controller (contact details below). This means it decides how your personal data is processed and for what purposes. We are a voluntary society but not a charity. The Fellowship is overseen by elected officials and committee, has a paid up membership and is affiliated to the Church of England Evangelical Council.

3. How do we process your personal data?

BDEF complies with its obligations under the "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 measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service;
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform individual members, churches and others of events;
- To help Evangelicals engage in Diocesan and parish life in the Diocese of Blackburn and wider church including service on synods, boards and councils;
- To share details of some office holders with the Diocese of Blackburn and the Church of England Evangelical Council
- To advise others of those responsible for particular areas of work including through our website.

4. What is the legal basis for processing your personal data?

- **Explicit consent** of the data subject so that we can keep you informed about news, events, activities and services, maintain necessary financial records and fulfil the aims of the Fellowship.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Fellowship in order to fulfil our aims. We will only share your data with others with your consent.

6. How long do we keep your personal data?

We retain financial records for 7 years. All other contact details are kept until consent is withdrawn or the person is no longer active in the Diocese of Blackburn.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which BDEF holds about you;

- The right to request that BDEF 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 needed;
- The right to withdraw your consent to the processing at any time (where consent is necessary);
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

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

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact
The Chairman, Blackburn DEF, St James Vicarage, St James Place, Chorley, PR6 0NA.

You can contact the Information Commissioners Office on 0303 123 1113 or via email
<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.