

## GENERAL DATA PROTECTION REGULATION (“GDPR”)

**From:** Fr Peter Edwards, Rector of St Mary’s and St John’s Bathwick

**12<sup>th</sup> May 2018**

**Dear Parishioners and Friends,**

You may have heard about the new GDPR, with which the Church’s database must now comply, and so I am writing to inform you: why we keep the data; who will be able to access it; how it will be used; and of your rights to check the information or request that it be removed from the database altogether. I know it’s a bit of a nuisance but the purpose of the GDPR is to *protect* your data and so we must ensure that the information is correct and that we have your consent to store it.

Regular churchgoers may apply to have their name and address registered on the Electoral Roll. The church is obliged to maintain the Electoral Roll and make it available for inspection each year. (Note that the information for this particular purpose is only name and address and whether or not your home is within the parish boundary).

### **What’s going on at the church**

If you would like us to email you about activities and events taking place in the church and hall, for example; special Services, recitals, concerts fetes and similar cultural, religious or commercial events, then you should tick the box marked “Social and cultural” and **ensure that we have your email address**. Likewise if you would like to receive the monthly Parish Magazine and weekly notice sheet by email.

If you would like us to be able to phone you when necessary, then you should provide your phone numbers. If you do not want telephone contact then please delete phone numbers on the form.

When accessing your information it may be helpful for me as Parish Priest to know, for pastoral reasons, who your family members are. Of course this is *entirely* optional (as is everything else other than your name, address and parish status if you are on the Electoral Roll).

**Access to the database** is restricted to the following people:-

Myself, or the church Administrator or other person acting on my direct instruction, as I may wish to contact you about church related matters. I am the overall Data Controller (jointly with the PCC s, whose members do *not* have individual access).

The Churchwardens, who hold an official status in the parish and who support me as Rector.

The Treasurer, who ensures that the Parish Share (paid to the Diocese of Bath and Wells) is computed correctly.

The Electoral Roll Officer, who maintains the Roll and keeps it up-to-date.

The Gift Aid Officer, who uses the address information to recover the tax on parishioners’ donations.

**Enclosed** with this note is a **form** containing the information presently stored about you. You may at any time request a copy of the stored information and ask that it be changed or deleted altogether.

**Consent:** Please check the form carefully and amend or add to it, and please then sign it and return to me as soon as possible. If you have any queries on these subjects please email me at frpeteredwards@sky.com or telephone me at the parish office on 01225 - 447450.

**And finally:** please do visit the full **General Privacy Notice** that you will find at [www.bathwickparishes.org.uk](http://www.bathwickparishes.org.uk)