

EU GDPR - DATA - PRIVACY NOTICE

The Church Committee of the Anglican Church of San Fulgencio – Spanish Episcopal Church

This policy was agreed following consultation with the Church Committee on 11 February 2022

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 European Union General Data Protection Regulation (the "EU GDPR").

2. Who are we?

The Church Committee is the governing body of the Anglican Church of San Fulgencio is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Church Committee of the Anglican Church of San Fulgencio complies with its obligations under the "EU 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 administer membership records;
- To raise funds and promote the interests of our church;
- To manage our volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities, and services (acts of worship) at the Anglican Church of San Fulgencio, and elsewhere;
- To operate our Facebook page and website;
- To contact individuals via surveys to conduct research about their views of current services, or of new services that may be offered;
- To store Safeguarding records.

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

- Explicit consent of you (the data subject) so that we can keep you informed about news, events, activities, and services (acts of worship);
- Processing is necessary for carrying out legal obligations in relation to employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:
 - a. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - b. there is no disclosure to a third party without consent.
- Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your explicit consent.

6. How long do we keep your personal data?

We retain data as follows:

- | | | |
|---------------------------|-------------------|---------------|
| • Electoral roll | | While current |
| • Rotas | | While current |
| • Church newsletter | | While current |
| • Minutes of meetings | | While current |
| • Images | | 3 years |
| • Service Register | | Permanently |
| • Baptism records: | Application forms | While current |
| | Registers | Permanently |
| • Marriage blessings: | Application forms | While current |
| • Next of kin of deceased | | While current |

7. Your rights and your personal data

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

- The right to request a copy of your personal data which the Church Committee of the Anglican Church of San Fulgencio holds about you;
- The right to request that the Church Committee of the Anglican Church of San Fulgencio, 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 necessary for the Church Committee of the Anglican Church of San Fulgencio to retain such data;
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the competent data protection supervisory authority in Spain – “Agencia Española de Protección de Datos” (www.aepd.es).

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 our Rector, or the Secretary to the Church Committee of the Anglican Church of San Fulgencio.

Date: 11 February 2022

Review Date: February 2023