

The Parish of The Good Shepherd Woodthorpe – Privacy Notice.

1. The Parish of The Good Shepherd regard your privacy as being extremely important. Information we collect from you that you choose to provide us, enables The Good Shepherd to send you information about our parish.
2. This privacy notice explains how the parish use any information we collect about you.

DATA CONTROLLER

3. For the purposes of the Data Protection Act 2017 (the act), the data controller is the Parish of The Good Shepherd Parish.
4. The Parish is an un-incorporated association which can be contacted at The Good Shepherd Parish 3, Thackerays Lane, Woodthorpe, Nottingham NG5 4HT. The Parish supports and promotes the preservation, operation and development of The Good Shepherd Parish and future extensions. To achieve this objective, the Parish works closely with a number of other organisations within the Diocese of Nottingham.
5. This privacy notice should be read in conjunction with Diocese of Nottingham privacy notice which contains additional information and can be found on their website <http://www.dioceseofnottingham.uk/privacy-policy>.
6. The Parish is managed by a Committee of unpaid volunteers, administrative staff and clergy. Most of the administration for Parish is done by the administrative staff and clergy and as such, your personal data is shared with the relevant organisations where necessary.
7. The Parish also publishes The Good Shepherd Newsletter; to post these out personal data would be shared with the publishers and may be further shared to a mailing house.
8. Any payments you make to The Parish will result in the sharing of personal data with financial institutions. We hold copies on file of Payment Services Provider and Direct Debit Services privacy statements and we have a contact with both providers to deliver this service.

MARKETING

9. We will never sell, or share with any other organisations, your personal data for marketing purposes.

INFORMATION WE COLLECT ABOUT YOU

- We collect the following personal data:
- Parishioner's name and title;
- Address including postcode and country;
- Date of birth;
- Telephone Number;
- Email address;
- Bank and credit/debit card account details;
- Details of committee members interests.

HOW WE USE YOUR PERSONAL INFORMATION

11. We use the personal data for the following purposes:

Identification of Parishioner;

- Posting correspondence, magazines (can include printed appeals, adverts, both internal and external and offers) The Good Shepherd Parish share application forms, appeal leaflets and raffle tickets for organisations related to The Good Shepherd Parish including any other information we think you may find interesting;
- Contact by phone for parish matters;
- Contact by email for parish matters;
- Issue of newsletters electronically;
- Payments by debit/credit card and direct debit;
- Publishing details of committee members interests in The Good Shepherd Parish including being an employee /contractor in the Parish annual report and accounts.

DATA PROCESSING AND SECURITY

10. Your personal data is processed (more than stored) and kept secure on our behalf by The Good Shepherd Parish.

YOUR RIGHTS

11. Under the Act, you have the following rights:
 - a) Right of Access - If you wish to have (see) a copy of your personal data the Parish processes (holds on you) please submit a 'Subject Access Request' in writing to The Good Shepherd Parish Secretary, 3, Thackerays Lane, Woodthorpe, Nottingham NG5 4HT. The parish will respond in no more than 30 days.
 - b) Right to be informed
 - c) Notification to rectification
 - d) Right to erasure
 - e) Right to restrict processing

PLEASE SEE THE PRIVACY NOTICE ON THE NOTTINGHAM DIOCESAN WEBSITE

<http://dioceseofnottingham.uk/data-protection-policy>

CHANGES TO OUR PRIVACY NOTICE

12. We review our privacy policy and may make changes from time to time. This revision 01 of the policy is dated 10/06/2018

HOW TO CONTACT US

13. Please contact us if you have any questions about this Privacy Notice or information we hold about you by writing to us at the address below;

The Good Shepherd Parish Secretary, 3, Thackerays Lane, Woodthorpe, Nottingham NG5 4HT.