

St Andrew's, St Michael's and St Thomas's

Wraysbury, Horton and Colnbrook Churches

Postal address: St Andrew's Church,
St Andrew's Close, Windsor Rd,
Wraysbury TW19 5DE



St Thomas's Colnbrook, St Michael's Horton, St Andrew's Wraysbury's Admin Assistant
Parish Mobile: 07543 539569 Office@CHWChurches.org

GDPR

The GDPR covers personal data about an identifiable, living person. It can be anything from a name, a photo, an email address, or more specific info. It's any data that could reasonably be put together with other information to find something out about a person, or information that could make it possible for a person to be uniquely singled out in a group of people.

'Processing data' basically means doing ANYTHING with data – such as collecting it, using it, recording it, storing it or passing it on, or carrying out any actions with that data, such as organising it, altering it, disclosing it or deleting it. Even if it's simply displaying a name on a computer screen for a sales call, then data is being 'processed'. The GDPR protects all personal data from anything you're likely to do with it, making sure it's only used in the way the person whose data it is has agreed to.

Everyone has:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure, which is also known as the right to be forgotten The right to restrict processing
- The right to data portability
- The right to object
- And rights in relation to automated decision-making and profiling

Please see overleaf for our statement of what we will and will not do with your data. Please sign where indicated. Please do not hesitate to contact us if you have any concerns or queries

Data transparency
<p>Right to be informed</p> <p>I am / We are aware that this data is needed to complete the formalities relating to the proposed wedding / blessing / christening / funeral, and will be permanently recorded in the church registers, and, in the case of a wedding, be forwarded to the General Register Office .</p>
<p>The right to object</p> <p>I am / We are aware that we have the right to object to St Michael's or St Andrew's processing (using) our personal data at any time. However this may prevent a planned wedding / blessing / christening / funeral from going ahead</p>
<p>Right of Access</p> <p>I am / We are aware we have the right to access and receive a copy of our personal data, and other supplementary information stored by the church. If I request details of this it will be provided within a month</p>
<p>I am / We are aware that this data will be processed in the Vicarage and possibly at other premises used for church admin. it will be stored safely whether as a hard copy or a digital copy</p>
<p>I am / We are aware that St Andrew's and St Michael's would like to keep our data and get in touch with us on the anniversary of the wedding / blessing / christening / funeral, and to advise us of other events at St Andrew's or St Michael's in the meantime. The churches will also ask the church family to pray for us on the anniversary and we give consent to this.</p>
<p>I am / We are aware that this data will not be shared with anyone outside the Church Admin Team (As well as the Vicar, the team may include the organist, the certificate scribe, the vergers and the admin assistants)</p>
<p>The Right to Rectification</p> <p>I am / We are aware that if we are aware that, or believe that, any information held is inaccurate I / we can ask for it to be amended, and this will be carried out promptly</p>
<p>Rights in relation to automated decision-making and profiling</p> <p>I am / We are aware that no automated decisions will be made using this data</p>
<p>Right to withdraw consent</p> <p>I am / We are aware that I / we can withdraw this consent by contacting the Parish Administrator on office@chwchurches.org and our request will be acknowledged within ten days and actioned within a month</p>
<p>The right to erasure</p> <p>I am / We are aware that we have the right to have our data erased, without undue delay, by the data controller if our personal data is no longer necessary in relation to the purpose for which it was collected or processed.</p>
<p>The right to data portability</p> <p>I am / We are aware that we have the right to obtain and reuse our personal data for our own purposes across different services.</p>
<p>I am / We are aware that I / we have the right to complain about how our data is handled. In the first instance this should be by contacting the vicar on vicar@chwchurches.org and our request will be acknowledged within ten days and actioned within a month</p>

We consent to the use of our data as described above.
We have deleted any sections we do not consent to*

Signatures:

Date:

* delete if not applicable.