

Benefice of Cocking with West Lavington, Bepton, and Heyshott Privacy Policy

Our contact details

Name: The Revd Dr Jonathan Jong

Address: Cocking Rectory, Mill Lane, GU29 0HJ

Phone Number: 07799271913

E-mail: frjonathan@underthedowns.co.uk

The type of personal information we collect

We currently collect and process the following information:

- ☐ Personal identifiers, contacts and characteristics (e.g., name, age, contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- ☐ To help us keep you updated on matters pertaining to the church
- ☐ To help us plan events and activities
- ☐ To offer and provide pastoral care

We do not share this information outside of the organisation.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is

Your consent. You are able to remove your consent at any time. You can do this by contacting frjonathan@underthedowns.co.uk

How we store your personal information

Your information is securely stored.

We retain your data for a maximum of one year after it is collected, except in the case of contact information provided to subscribe to mailing lists, which are retained until you unsubscribe from the mailing list. We will then dispose of your information by deleting all digital and physical copies of the data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at frjonathan@underthedowns.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at frjonathan@underthedowns.co.uk. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>