

## **The Draycote Benefice: Declaration of Data retention**

### ***Declaration***

*In this document the PCC's of:*

***St Leonard's, Birdingbury***

***St Peter's, Bourton-on-Dunsmore and Draycote***

***St Nicholas', Frankton***

***All Saint's, Stretton-on-Dunsmore with St Cuthbert's, Princethorpe***

***And the Incumbent of the above Benefice:***

**outline the personal data retention policy implemented for the procurement of personal data specifically related to The Draycote Benefice, members or affiliates who have specifically consented to their personal data being held.**

No personal data will be held by the aforementioned PCC's and Incumbent without your written consent – see below.

### **The personal data held**

Full Name

Address

Telephone Numbers

Date of Birth

Email Address

Emergency contact numbers (if applicable)

### **People within the church who hold or may access your data**

Incumbent

Benefice administrator

Parish PCC

Electoral Roll Officer

Treasurer

Parish Baptism/ Wedding Preparation/ Funeral support Group

Parish Wedding Preparation Group

Parish Pastoral Group

Family, Youth and Children's workers

Parish DBS co-ordinator



Parish Safeguarding Officer

Gift Aid Coordinator

### **How the data is held**

Printed and electronic forms, held securely and accessed by above group controllers as named above.

Data is only held for the primary business of the church and is not passed onto any third parties.

For more details on how we process your data and your personal rights

Please see our Data Privacy Notice

To give consent to your data being held by The Draycote Benefice you will be asked to read and sign the 'Consent' document, which can be obtained from the Benefice Administrator:

[draycotegroup@tiscali.co.uk](mailto:draycotegroup@tiscali.co.uk) / 01926 259109

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