

DATA PRIVACY NOTICE

Dunkeswell Mission Community

COVID-19 contact tracing scheme

About this temporary COVID-19 Privacy Notice

This Data Privacy Notice explains how we (Dunkeswell Mission Community) collect, use and share your data for the purposes of the temporary COVID-19 contact tracing scheme.

This Data Privacy Notice will remain in force until the contact tracing scheme ends.

1. Your consent

We will ask you for Verbal Consent to the terms of this Data Privacy Notice when you attend a service at one of our Churches. This data privacy notice will be displayed on the Church noticeboard.

2. 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 General Data Protection Regulation (the "GDPR").

3. Who are we?

The Dunkeswell Mission Community comprises seven legal entities namely:

- The Rector, Associate Priest and Administrator
- PCC of St Andrew's, Broadhembury
- PCC of St Nicholas's, Dunkeswell
- PCC of St Mary's, Luppitt
- PCC of St John the Baptist, Plymtree
- PCC of St James the Greater, Sheldon
- PCC of St Mary the Virgin, Upottery

4. Data Control

The PCC of each Church will nominate a data controller specifically to manage your data.

Your data will not be shared with the other PCCs.

PCC of St James the Greater, Sheldon

Your data will be shared with the Rector and Administrator.

All other PCCs

Your data will not be shared with the Rector, Associate Priest or the Administrator.

5. What data do we collect?

In England the government has requested that we collect your name, telephone number and date and time of arrival and departure.

If you arrive in a family group then we will record the name, telephone number and date and time of arrival and departure of the nominated 'lead member' of your group and the number of people in your group.

6. How do we collect your data?

We will create a new list for each service held at a Church.

When you attend a service we will ask you, or your group's nominated 'lead member', for verbal consent to record contact information.

When the service is finished and everyone has left we will record this as your time of departure.

The data controller can nominate additional people to collect data where there are multiple entry points in to the Church or Churchyard.

7. How do we store your personal data?

PCC of St. James the Greater, Sheldon

The list of attendees will be stored in an encrypted Microsoft Word file. The password will be known to the Churchwardens, the Rector and the Administrator. The file will be held by the Administrator.

The file will only be opened by the Churchwardens or the Administrator in response to a verified request from England's NHS Test and Trace scheme.

All other PCCs

The list(s) of attendees will be placed in a sealed envelope and the date and time of the service will be written on the envelope.

The envelope will be stored in the Church safe or a locked cupboard in the vestry.

The envelope will only be opened in response to a verified request from England's NHS Test and Trace scheme.

8. How do we validate a request for your data?

Your personal data will only be released in response to a phone request from England's NHS Test and Trace scheme that comes from the number 0300 0135 000

You have the right to request a copy of your personal data. Please contact the [Administrator](#) with your request.

9. How and when do we destroy your personal data?

The Dunkeswell Mission Community complies with its obligations under the "GDPR" by storing your data in a safe place for a period of 21 days and thereafter destroying it securely.

A log of services held will be maintained together with the date on which the data should be destroyed. On or shortly after this date the data will be destroyed.

Envelopes

After 21 days envelopes will be removed from the safe and shredded or burnt.

Encrypted Word file

The Word file will be permanently deleted from the computers of the Churchwardens and the Administrator. The Administrator will confirm to the Churchwardens that the file has been deleted from the Dunkeswell Mission Community laptop.

In both cases the date and time that the data is destroyed will be entered on the log of services.

10. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Dunkeswell Mission Community Administrator at admin@dunkeswell.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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