



PEDAIR AFON MINISTRY AREA DATA PRIVACY NOTICE

How we collect, use, protect and retain personal information

Document owner	Ministry Area Council
Policy first approved	June 2026
Last reviewed	June 2026
Next review	Within 12 months of approval, or sooner if guidance or circumstances change

1. Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that information, either on its own or when combined with other information. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, together with other applicable data protection law.

2. Who are we?

Pedair Afon Ministry Area, acting through its Ministry Area Council (MAC), is responsible for deciding how and why personal data is processed for the Ministry Area's activities. The MAC is referred to in this notice as "we" or "the Ministry Area". The precise controller arrangements should be confirmed against the Ministry Area's legal and Church in Wales governance arrangements.

3. How do we process your personal data?

We aim to meet our data protection obligations by keeping information accurate and up to date; storing and disposing of it securely; collecting and retaining only what is necessary; protecting it against loss, misuse, unauthorised access or disclosure; and using appropriate technical and organisational safeguards.

Depending on your relationship with us, we may use personal data for the following purposes:

- to provide church, pastoral, worship, community and voluntary services for the benefit of people in the Ministry Area;
- to maintain membership, electoral roll and other church records;
- to administer donations, fundraising, Gift Aid and the charity's accounts;
- to manage clergy, employees, office-holders and volunteers, including relevant administration and training;
- to organise and communicate services, events, activities and other Ministry Area news;
- to maintain statutory, sacramental, pastoral, financial and administrative records;
- where appropriate, to share relevant contact information with the Diocese of Llandaff or the wider Church in Wales so that people can receive diocesan news, events and information, subject to the applicable lawful basis and their preferences.

4. What is the legal basis for processing your personal data?

We must identify and document a lawful basis for each processing activity. Depending on the circumstances, this may include:

- your consent, where consent is the appropriate basis—for example, for certain communications or optional uses of information; you may withdraw consent at any time;
- compliance with a legal obligation, including applicable charity, financial, Gift Aid, employment or record-keeping requirements;
- legitimate interests, where appropriate and after considering your rights and interests;
- performance of a contract or steps requested before entering into a contract, where relevant;
- processing by a not-for-profit body with a religious aim in the circumstances permitted by data protection law, subject to the applicable safeguards and restrictions;
- another lawful basis where it applies to the particular activity.

Some information may reveal religious belief or other special category data. Where we process such information, we must also identify an applicable special category condition and put appropriate safeguards in place.

5. Sharing your personal data

We treat personal information confidentially and share it only where there is a proper reason and an appropriate lawful basis. Information may be shared with authorised clergy, staff, office-holders or volunteers where necessary for their Ministry Area responsibilities; with the Diocese of Llandaff or Church in Wales bodies where required or appropriate; and with service providers, professional advisers, regulators or public authorities where necessary, lawful or required.

We do not disclose personal data to third parties simply because they request it. Any sharing will be limited to what is necessary, and we will consider confidentiality, security and applicable legal requirements.

6. How long do we keep your personal data?

We retain information only for as long as necessary for the purpose for which it was collected, taking account of legal requirements, the Ministry Area's responsibilities and relevant Church in Wales records-management guidance. Retention periods differ by record type and must be confirmed in the Ministry Area's records retention schedule.

The source notice referred to electoral roll records being retained while current, Gift Aid declarations and associated records being retained for up to six years after the relevant calendar year, and parish registers being retained permanently. These periods should be checked against current Church in Wales requirements and the Ministry Area's applicable retention schedule before adoption.

When information is no longer required, it will be securely deleted, destroyed or archived in accordance with the relevant retention arrangements.

7. Your rights and your personal data

Subject to legal conditions and exemptions, you may have the right to:

- request access to the personal data we hold about you;
- ask us to correct inaccurate or incomplete information;
- request erasure of personal data where the law allows this;
- withdraw consent where processing is based on consent;
- request restriction of processing in certain circumstances;
- object to processing where the law gives you that right;
- request a copy of certain personal data in a portable format, where the right to data portability applies;
- complain to the Information Commissioner's Office (ICO) if you are concerned about how your information has been handled.

These rights are not absolute and may be subject to exemptions or conditions. We will explain our response where a request cannot be fully met.

8. Further processing

If we intend to use your personal data for a new purpose that is not compatible with the purpose for which it was collected, we will provide information about that further processing before it begins, where required by law. Where consent is the appropriate lawful basis, we will seek it before the new processing starts.

9. Contact details

To exercise your rights, ask a question or raise a concern about this notice, please contact the Ministry Area Leader or Lay Chair: The Rectory, 60 Coychurch Road, Pencoed, Bridgend, CF35 5NA

You may also contact the Information Commissioner's Office (ICO)

10. Review and responsibility

The Ministry Area Council is responsible for reviewing this notice and ensuring that it reflects the Ministry Area's actual processing activities. It should be reviewed at least annually and whenever there is a material change to the Ministry Area's activities, data sharing, applicable law or guidance. This notice should be read alongside the Ministry Area's data protection, records management, safeguarding and other relevant policies.