



# Deanery of Guernsey

## PRIVACY NOTICE

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. The processing of personal data is governed by the Data Protection (Bailiwick of Guernsey) Law, 2017.

### ***Who are we?***

This Privacy Notice is provided to you on behalf of the Deanery of Guernsey by the Standing Committee of the Guernsey Deanery Synod which is the data controller for your data.

The Church of England is made up of a number of different organisations and office-holders who work together to deliver the Church's mission in each community. The Standing Committee works together with:

- the Dean, Vice-Deans and Deanery officers;
- the incumbents, churchwardens and other officials of the 16 ecclesiastical parishes in Guernsey, Alderney and Sark;
- the Archbishop of Canterbury;
- the Bishop of Salisbury;
- the Diocesan Office in Salisbury;
- the national institutions of the Church of England.

As the Church is composed of all those persons and organisations working together, we may need to share personal data we hold with them so that they can carry out their responsibilities to the Church and the Bailiwick. The organisations referred to above are joint data controllers and all are therefore responsible to you for how we process your data.

This Privacy Notice relates to the data held by the Deanery of Guernsey.

## ***How do we process your personal data?***

The Deanery of Guernsey complies with its obligations under the Data Protection (Bailiwick of Guernsey) Law, 2017 by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure.

## ***What information is held about you?***

Full names, postal addresses, telephone numbers and email addresses and, where relevant, information regarding your religious beliefs.

## ***How did we get that personal data?***

The data (as detailed in the previous paragraph) will have been supplied to the Deanery of Guernsey either by yourself or by the incumbent, churchwardens or other officials of your parish. Data relating to church officials in Jersey and the Diocese of Salisbury will have been obtained from office-holders in those locations.

## ***We use your personal data for the following purposes:***

- your name, telephone number and email address, and in some cases your postal address may be published in the annual Guernsey Deanery Directory;
- the compilation of the Electoral Roll for the Deanery of Guernsey;
- the distribution of papers for meetings;
- communicating to you information relating to wider church matters.

## ***What is the legal basis for processing your personal data?***

Your data is processed in order that the Deanery of Guernsey can ensure that it complies with the legal obligations set out in the Channel Islands (Representation) Measure, 1931, as amended by the Synodical Government (Channel Islands) Order, 1970 and as amended further from time to time by other Measures and Orders.

Insofar as any personal data relates to “special categories of personal Data” the processing is a legitimate activity of a not-for-profit organisation that exists for religious purposes in order to manage and administer internal functions in relation to membership.

## ***Do we disclose personal data to any other organisations?***

No, other than the Church's national institutions, the Diocese of Salisbury, Deanery of Jersey and the 16 ecclesiastical parishes in Guernsey, Alderney and Sark – all of which are part of the Church of England. Data held in respect of the Deanery Electoral Roll is deemed to be public information pursuant to the legislation referred to above. As stated above, certain data is published in the annual Guernsey Deanery Directory.

## ***How long is personal data held:***

With regard to the Deanery Electoral Roll, a maximum of six years from enrolment. Otherwise, data are held until such time as the subject no longer holds office in the Diocese, Deanery or parishes. Once advised of a change of office-holders the information is updated in the next annual Guernsey Deanery Directory. Electronic data are deleted upon receipt of notification of a change of office.

## ***What are your rights?***

Unless subject to an exemption under the Data Protection (Bailiwick of Guernsey) Law, 2017 you have the following rights with respect to your personal data:

- the right to request a copy of your personal data which the Deanery of Guernsey holds about you;
- the right to request that the Deanery of Guernsey corrects any personal data if it is found to be inaccurate or out of date;
- the right to request your personal data is erased where it is no longer necessary for the Deanery of Guernsey to retain such data. (N.B. if you request the erasure of information held on the Deanery Electoral Roll you will lose the right to vote in certain business transacted at your church's Annual Congregational Meeting.);
- the right, where relevant, to withdraw your consent to the processing at any time;
- the right to lodge a complaint with the Data Protection Commissioner who may be contacted at  
Office of the Data Protection Authority,  
Block A, Lefebvre Court,  
Lefebvre Street,  
St. Peter Port,  
Guernsey,  
GY1 2JP  
Telephone: 01481 742074  
Email: [enquiries@odpa.gg](mailto:enquiries@odpa.gg)

## ***Contact details:***

To exercise all relevant rights or to make complaints please write in the first instance to the Treasurer of the Deanery Synod:

D. J. Robilliard  
Le Petit Grée, Torteval, Guernsey, GY8 0RD  
Email: [djr@flagpole.gg](mailto:djr@flagpole.gg)