

Wrawby Church and Community News & Website Data Protection Policy

1. 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").

2. Who are we?

The magazine Wrawby Church and Community News is published eleven times yearly by the PCC of the Church of St Mary the Virgin, Wrawby, North Lincolnshire, a parish within the Church of England Diocese of Lincoln. The website at wrawby.org.uk is an adjunct of the print magazine. The PCC ("Parochial Church Council") is therefore the data controller for both these publications. The magazine is edited by a panel of four editors, assisted by an advertising co-ordinator and a website editor. You can contact all the magazine editors by e-mailing editors@wrawby.org.uk and this will also reach the website editor.

3. How do we process your personal data?

The editors comply with obligations under the "GDPR" 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 and by ensuring that appropriate technical measures are in place to protect personal data.

The magazine is distributed free to every household in the Parish of Wrawby. Therefore we do not store any subscriber or reader information.

The website may install a cookie on a visitor's computer. This is not currently used for any purpose and any visitor tracking will be through anonymous data only, eg recording the country the visitor is from or what browser was used.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in the parish of Wrawby and surrounding area;
- To assist local voluntary groups, charities, churches and enterprises in publicising their social activities and events including fundraising;
- To report on events and meetings which have taken place within the Wrawby area, including in some instances by using photographs submitted to us;
- To inform residents of the work, meetings and decisions of local government bodies, specifically Wrawby Parish Council and North Lincolnshire Council;
- To maintain our own accounts and records;

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

- Consent is assumed on the part of those submitting event and news data for publication.
- By submitting content for publication the submitter warrants that he/she wishes us to publish any personal data included in the content, such as names and contact information and that, if the data is that of a third party, that person has given his/her consent to its publication.
- It is understood that such submitted content may be reproduced in the print magazine and also electronically, by means of an electronic copy (pdf document) of

the print magazine available online and in some cases by adaptation for the website (wrawby.org.uk), which is updated after every new edition of the print magazine.

- We hold minimal **contact data** for regular contributors and others who contact us with requests for publication, for the purposes listed above. The data may include e-mail address, phone number and in a few cases postal address. The same applies to advertisers.
- We maintain a mailing list of Parish Councillors which enables an e-mail to be sent to one address (councillors@wrawby.org.uk) and then be forwarded to each councillor without the publication of their private contact details. This is provided as a service to residents and councillors, whose private contact information is stored only on a secure server with their consent.

5. Sharing your personal data

Your personal **contact data** will be treated as strictly confidential and will not be shared outside the editorial group. We will only share your data with a third party with your specific consent in a specific instance.

6. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Wrawby magazine editors hold about you;
- The right to request that the editors correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data be erased where it is no longer necessary for the editors to retain such data;
- The right to withdraw your consent to the processing at any time.
- The right to lodge a complaint with the Information Commissioners Office.

7. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Wrawby magazine editors at their collective e-mail address: editors@wrawby.org.uk. Individual telephone numbers for the editors can also be found in any issue of the print magazine Wrawby Church and Community News.

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