

Dean and Chapter of Brecon Cathedral
Charity Registration No. 1160017
Privacy Policy (GDPR Compliance)

1. Introduction

The Dean and Chapter of Brecon Cathedral (“We/Us/Our”) need to keep personal information about certain individuals to ensure the smooth running of the organisation.

We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

For the purposes of this policy, the Dean and Chapter of Brecon Cathedral is the “Data Controller”.

2. What information do we keep?

We keep the following categories of information:

A. Congregation Details

We keep names, and (when provided) addresses, telephone numbers, and emails of congregation members. We have no obligation to keep an official Electoral Roll since we are not a parish church.

B. Service Users

We keep names, addresses, telephone numbers, and emails of those using the Cathedral for baptisms, marriages, and funerals and those having formal roles within such services, such as Godparents, bride and groom families, and next of kin. Statutory registers are kept relating to the services performed.

C. Choir Members / Lay Clerks

We keep names, addresses, telephone numbers, and emails of Lay Clerks and choir members and, where a choir member is under 18, similar information about their parents.

D. Cathedral Friends

For the avoidance of doubt, details are held exclusively by the Friends Of Brecon Cathedral (Charity no. 1013676) and it is the Data Controller for these details.

E. Volunteers

We keep names and contact details including telephone and e-mail addresses, and, in the case of those volunteers working with children, DBF information, of Cathedral volunteers. Volunteer roles include Shop Assistants, Welcomers, Sunday Stewards, Worship Readers, Eucharistic Servers, Vergers, Choir Matrons, Bell Ringers, Flower Arrangers, and other roles undertaken for the Cathedral for no remuneration.

F. Chapter Canons

We keep names, addresses, telephone numbers, and emails of Chapter Canons.

G. Committee Members

We keep names, addresses, telephone numbers, and emails of committee members who are external to the Cathedral.

H. 200 Club

We keep names, addresses, and (when provided) telephone numbers and emails of members of the 200 Club.

I. JustGiving / JustTextGiving

We keep names, addresses, and (when provided) telephone numbers and emails of donors to our JustGiving and JustTextGiving schemes if these are provided at the time of donation.

J. Giveasyoulive Scheme

We keep names, addresses, and (when provided) telephone numbers and emails of donors under our Giveasyoulive scheme if these are provided at the time of donation.

K. Gift Aid Envelopes

We keep the names and addresses of congregation members and visitors completing a Gift Aid envelop when making their donation to the Cathedral.

L. Event Attendees

We may from time to time collect the names, e-mail addresses and telephone numbers of people attending meetings, concerts, festivals, and other events. Details of access and/or dietary requirements may also be gathered.

M. CCTV

We keep recorded visual media from the CCTV cameras placed within the Cathedral.

We do not collect or hold any information about racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual orientation, or criminal records beyond statutory checks on those working with children (information defined in the GDPR, Article 9 as 'special categories of personal data').

3. How do we get information?

We obtain data directly from individuals either for recording as congregation members, through visitors completing a Visitor Card, through use of the services offered by the Cathedral, through volunteering (including as Chapter Canons or committee members), through joining the 200 Club, by giving donations through our listed donation schemes including Gift Aid donations, attending events, and image recording through entry to the Cathedral.

4. How do we keep information?

We have a data processor agreement in place with all "Data Processors" (underlined below), which obliges them to comply with this policy.

A. Congregation Details

The Cathedral Administrator holds details of congregation members on a computer. These details may be passed to a Priest or other Licenced Minister when carrying out their official duties.

Some congregation members may attend very sporadically (once or twice a year), but their details will be deleted within 18 months of their absence from the Cathedral.

B. Service Users

The Cathedral Administrator holds details of those using the Cathedral for baptisms, marriages, and funerals on a computer. Hard copies may be made for forms and other registers. All details are deleted after six months except for the statutory registers, which are kept indefinitely.

C. Choir Members / Lay Clerks

The Director of Music and the Cathedral Administrator holds details of choir members, Lay Clerks, and the parents/guardians of children, on a computer. Upon leaving the choir, the information is deleted within three months.

D. Cathedral Friends

No processing.

E. Volunteers.

The Cathedral Administrator holds details of Cathedral volunteers on a computer. Names may be passed to other volunteers that lead certain volunteer groups for the purposes of creating rotas, which may be publicly displayed in the Cathedral and its offices.

F. Chapter Canons.

The Cathedral Administrator and the Chapter Clerk hold details of Cathedral Canons on computers.

G. Committee Members

The Cathedral Administrator and the Chapter Clerk hold details of committee members on computer.

H. 200 Club.

The Cathedral Administrator and the Chapter Clerk hold details of members of the 200 Club on computers. Bank details are collected to establish Standing Orders but are not retained once passed to the relevant bank. When a member leaves the scheme, details are deleted. For the purposes of monitoring the Data Processor, a hard copy list of names only may be shared with Chapter Canons. Names may be shared with our accounts department and External Examiner if they are recorded on bank statements.

I. JustGiving / JustTextGiving.

The Chapter Clerk holds details of donors to our JustGiving and JustTextGiving schemes on computer, where such details are provided. For the purposes of monitoring the Data Processor, a hard copy list of names only may be shared with Chapter Canons. All details are deleted after 12 months.

J. Giveasyoulive Scheme.

The Chapter Clerk holds details of donors to our Giveasyoulive scheme on computer, where such details are provided. For the purposes of monitoring the Data Processor, a hard copy

list of names only may be shared with Chapter Canons. All details are deleted after 12 months.

K. Gift Aid Envelopes

The details are collected by volunteer stewards, who withdraw the donation, and keep the written record in a locked safe until they can be passed to the Gift Aid Treasurer. The Gift Aid Treasurer keeps information both in its original written form and transcribed to computer for the statutory period necessary.

L. Event Attendees.

The Cathedral Administrator may hold details of people attending meetings, concerts, festivals, and other events on computer. All details are deleted after 6 months.

M. CCTV.

The CCTV recording is administered by the Facilities Manager and, when necessary, passed to security services. All recordings are deleted within 4 weeks.

General points

Emails are sent blind copied, so the only email 'shared' (or visible) is that of the appropriate recipient or recipients. The only exception to this is for Chapter and other Committees where e-mail addresses are shared between all Chapter or Committee members (with their permission). All computer files containing personal information are password protected.

5. What do we use information for?

A. Congregation Details

Congregation member details are held for the purpose of maintaining contact with them in order to facilitate the mission and outreach functions of the Cathedral. Such contact also allows us to be proactive regarding the requirement for a Priest or other licenced Minister to minister to individual needs, such as home Eucharist, applying oils, and prayers. Visitors filling in Visitor Cards and opting in for more information will be sent details of the Cathedral including information on the Cathedral Friends.

B. Service Users

Information is used to facilitate communication regarding relevant baptisms, marriages, and funerals. Some details will be used by the officiating Priest or licensed Minister to fill in statutory and other forms required by the service.

C. Choir Members / Lay Clerks

Information is used to administer choir membership that includes keeping members informed of news, events, activities, rehearsals, and services at Brecon Cathedral relating to the choir.

D. Cathedral Friends

No information is kept.

E. Volunteers

Information is used to create volunteer rotas and to communicate those rotas to relevant volunteers. Details are also used to create hard copies of the rotas for display at the Cathedral. Details may also be used to contact relevant volunteers if they are needed at short notice to cover absence or illness of another.

F. Chapter Canons

Information is used to facilitate the business of the Cathedral by calling meetings, distributing papers, and advising of relevant developments and for the purposes of good governance.

G. Committee Members

Information is used to facilitate the business of the Cathedral by calling meetings, distributing papers, and advising of relevant developments and for the purposes of good governance.

H. 200 Club

Information is used to administer the Club, know who is eligible for draws, and to contact prize winners.

I. JustGiving / JustTextGiving

Information is used to facilitate the scheme and make decisions regarding promoting or managing the scheme better.

J. Giveasyoulive Scheme

Information is used to facilitate the scheme and make decisions regarding promoting or managing the scheme better.

K. Gift Aid Envelopes

Information is used for the statutory purpose of reclaiming Gift Aid on donations made. Information is shared with HM Customs and Revenue.

L. Event Attendees

Information is used:

- For reasons of safety e.g. to ensure everyone is accounted for at the end of an event.
- To communicate any changes to the event e.g. cancellation due to poor weather.
- To distribute material of general interest used during an event e.g. copies of presentations.
- To determine the popularity of events, and thus assist with planning our programme of future events.

M. CCTV.

Information is used for security purposes and has no other use.

6. Third parties

We will not give or sell your information to third party organisations, except as specifically described in this paragraph, and we do not share your personal information with third parties for their benefit.

We work in collaboration with external groups to organise events, festivals, and conferences. In these circumstances we may share details of people booked onto these events with these groups. This is for the sole purpose of checking that there are no duplicate bookings when determining numbers due to attend events.

The security of member information used in these ways remains our legal responsibility at all times and we ensure that data is treated with the same level of care as if we were handling it directly.

7. Website

We keep certain basic information when you visit our website.

This policy only applies to our website. If you leave our website via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy or the terms of the website and you should check their policy before continuing to access the site.

We may collect and process the following data about you from our website:

- Information that you provide by filling in forms. This may include information provided at the time of registering to use our site, subscribing to our service, or requesting further services. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs, operating system, browser usage and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

Visitor information is logged whenever a member or non-member visits our web site. This information consists of the Internet Protocol (IP) address of the connection from which the visitor accesses the internet and the time and date of the visit. This is statistical data about our users' browsing actions and patterns and does not identify any individual and we will not collect personal information in this way.

We may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You will be notified that our site uses cookies and will be able to accept or decline the use of cookies on the first visit to our website.

8. Disclosure of your information

We will only disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

9. Your rights

The General Data Protection Regulation (2018) sets out eight rights for individuals. These are:

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct 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 us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where allowed);
- The right to lodge a complaint with the Information Commissioners Office.

Any individual wishing to access, amend, or erase their personal data should contact the Cathedral Administrator by email at admin@breconcathedral.org.uk or by post to The Cathedral Office, The Cathedral Close, BRECON, LD3 9DP.

Upon request, we will provide a copy of the personal data undergoing processing. For any further copies requested, we may charge a reasonable fee based on administrative costs.

We will endeavour to respond to any such written requests within the statutory month timescale as set out in the GDPR regulations.

10. Changes to this policy

Any changes we may make to this policy in the future will be posted on the website. We advise that you check the website regularly to keep up to date with any necessary changes.

11. Contact

Questions, comments, and requests regarding this privacy policy are welcomed and should be addressed to the Dean of the Cathedral in the first instance either by email at Dean@breconcathedral.org.uk or by post to The Cathedral Office, The Cathedral Close, BRECON, LD3 9DP.

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