



## **St Michael's Church, Horton**

### **(GDPR) General Data Protection Records** **DATA PRIVACY NOTICE**

**The above Parish Church does not send unrequested mail by post or email and thus has no related register or record of recipients.**

Based on advice from the Information Commissioner's Office, we may continue to send our normal current information, without people needing to fill out a form, email or call us. We can do this under a form of processing called "Legitimate Interest", which is one of the 6 legal bases for processing any data we have for you.

However, you can make any changes to what you receive from us and how you receive it, at any time you want to. Please call any Officer on the notice-board outside our Church or contact us via our website (see below).

We usually inform people of news, events, activities and special services in our Church via Face-book, our Website, notice-sheets, posters and News-letters.

Our Church maintains the records required by Law: the Electoral Rolls and Registers of Births, Deaths and Marriages. We also keep the necessary data to maintain our Church accounts and records (including the processing of Gift Aid applications)

Ministers and officials, by virtue of their office, publish their details, as this is essential to perform their Office.

We have a 'Legitimate Interest' in producing Rotas for the efficient running of our services. Rotas go to those involved via email and they also get details of other people on the Rota so that, to ensure our Worship and Services run smoothly, they can exchange duties.

Other Church groups may record their regular members to notify them of meeting dates.

Any person who gets information in error and wishes their details to be removed or amended, should contact an officer on the Church Notice-board or the Church website via <http://www.stmichaels-horton.org/horton/horton-home.php/>

**Revd Colin Gibson  
The Vicarage  
55 Welley Road  
Wraysbury  
TW19 5ER  
01784 481258**