

[Church name]

[Date]

Dear [Name],

Your request for a copy of your information

Thank you for your request, which we received on [date]. We've searched our records and enclose a copy of the personal information we hold about you.

We searched [our church management system, email, paper files and our notes of pastoral contact].

About your information

What we hold: [your contact details, your involvement in church life and records of your giving and Gift Aid declarations].

Why we use it: [to keep in touch about church life, organise services, groups and rotas, care for you pastorally and claim Gift Aid on your gifts]. Our privacy notice explains our lawful basis for each use.

Who we share it with: [HMRC, when we claim Gift Aid, and the companies that provide our church management software and email service].

Whether it leaves the UK: [We don't send it outside the UK.]

How long we keep it: [as set out in our data retention policy, which is enclosed].

Where it came from: [from you, unless we've noted otherwise].

We don't make decisions about you using computers alone.

Anything we haven't included

[We've removed information about other people, as we're required to protect their privacy too.]

Your rights

You can ask us to correct anything that's wrong, delete information we no longer need, limit how we use it or object to how we use it. Contact us at [email address].

If you're unhappy with how we've handled your request, please tell us first. You can also complain to the Information Commissioner's Office (ICO) at ico.org.uk/make-a-complaint or by calling 0303 123 1113.

Yours sincerely,

[Your name and role]

[Church name]