

PRIVACY NOTICE – JUNE 2018

Archbishops' Council

Please take a few minutes to read this document which we are required to send you to comply with data protection legislation and guidelines.

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 (GDPR) and the Data Protection Act 2018.

Who are we?

The General Synod Office (contact details below) are a sub-department of the Central Secretariat and are employed by the Archbishops' Council, one of the seven bodies that comprise the National Institutions of the Church of England (the "NCIs"). The NCIs were set up under the National Institutions Measure 1998 to support the mission and ministry of the Church of England and comprise the Archbishops' Council, the Church Commissioners for England, the Church of England Pensions Board, the Church of England Central Services, the Archbishop of Canterbury and the Archbishop of York in their corporate capacity and the National Society for Promoting Religious Education. Each is a separate data controller. For the purposes of the work of the Synod Office, the Archbishops' Council acts as the data controller, this means it decides how your personal data is processed and for what purposes. This notice only relates to contact information held by the Synod Office on behalf of the Archbishops' Council; data collected in the Appointments Survey are stored on an entirely separate database and is shared on an extremely **limited basis** within the Archbishops' Council.

How do we process your personal data?

The Archbishops' Council complies with its obligations under the GDPR and the Data Protection Act 2018 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.

What information is held about you?

The Archbishops' Council holds on a computer database your name, address, telephone numbers and e-mail address. We also hold a photograph of you.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with members of the Synod Office and a limited number of other individuals employed by the NCIs based at Church House, Westminster for the purposes set out in this notice in order to administer your membership. Your personal data will not be shared outside the NCIs unless you consent.

We use your personal data for the following purposes:-

- 1) Your contact details (name, address/email address) are used for distributing Synod papers and other material of relevance in connection with the business of the General Synod (including on occasion material produced by the NCIs and bodies connected with them);
- 2) Your photograph is printed on a security pass issued directly to you. This security pass must be worn at all times and presented to staff when attending a General Synod group of sessions. For security reasons, if you do not have a pass you will not be granted access to the chamber; and
- 3) Your photograph is listed in a booklet produced before each group of sessions for the use of General Synod Chairs and NCIs staff working during the sessions to help identify members during debates.

If you do not provide the information to the Synod Office for the above reasons you will be unable to participate fully in the General Synod's proceedings.

What is the legal basis for processing your personal data?

Your data is processed in order that the Synod Office (on behalf of the Archbishops’ Council) can ensure that the General Synod complies with the legal obligations as set out in the Synodical Government Measure 1969. In so far as any personal data relates to “special categories of personal data”, (i.e. it is sensitive) the processing is a legitimate activity of a not-for-profit religious body in order to manage and administer internal functions in relation to membership.

Additional Processing

The Synod Office can also, but only **if** you so wish, share your data with (principally church related) third parties outside the NCIs who may wish to contact you as a General Synod member and the Communications Office based at Church House, Westminster in order to send you useful information. We can also, if you so wish, include your name in the membership list which is circulated to other General Synod Members.

This is completely optional, however, and to do so we **must** have your explicit consent. Please read the paragraph entitled “Consent” below and if you are happy for us to share your data in the way indicated in paragraphs (a), (b) and/or (c) please do indicate by ticking the relevant box(es). Please note that if you do not respond you will not be included. Please also note that you can withdraw your consent to any (or all) of the three options at any time by contacting the Clerk to the Synod.

Consent

Please sign and return this form confirming that you are consenting to the Synod Office (on behalf of the Archbishops’ Council) processing your personal data for the following additional purposes (please tick the boxes where you are happy to grant consent):

- (a) to compile the ‘List of Synod members’ booklet containing the names, addresses and email addresses of all members of Synod, for distribution, to other General Synod members.
- (b) to share your email address with the Church of England Communications Office, Church House, Westminster so they can send you correspondence and newsletters (including the Daily Digest) regarding news, events and activities within the Church that are relevant to your role as a Church of England General Synod member.
- (c) to share your postal address with other (principally church-related) individuals and organisations who feel that they have a reason to contact you as a member of the General Synod. Please note that we do not “vet” requests for labels and are not responsible for the content of third party mailings.

You can grant consent to all the purposes, one of the purposes or none of the purposes listed in (a), (b) and (c) above. Please note that it is entirely up to you whether or not you grant consent and you do not have to do so. Nevertheless, if you do not sign and return this form indicating whether you consent to the processing of your data in relation to (a), (b) and/or (c) above you might miss out on background information which may be useful to you as a member of the General Synod. You should also note that you can withdraw your consent at any time by writing (which includes email) to the Clerk to the Synod at the Synod Office, (see the contact details below).

Name

Signed

Date

How long do we keep your personal data?

We hold your data until such a time that you cease to be a member of the General Synod. Your name and diocese will be held by the National Church Institutions indefinitely in order to maintain an historical record of Synod membership.

What are your rights?

Unless subject to an exemption under the GDPR or the Data Protection Act 2018, you have the following rights with respect to your personal data: -

- the right to request a copy of your personal data which the Archbishops' Council holds about you;
- the right to request that the Archbishops' Council 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 Archbishops' Council to retain such data;
- the right to withdraw your consent to the processing at any time;
- the right to request that the data controller provide you with a copy of the information personal data they hold and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- 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; and
- the right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing

Contact details

To exercise all relevant rights, queries of complaints please in the first instance write to/email the **Clerk to the Synod, Dr Jacqui Philips –**

The Synod Office
Central Secretariat
Church House
Great Smith Street
London
SW1P 3AZ

jacqui.philips@churchofengland.org.