

Living Ministry Wave 2 Panel Survey

Privacy Notice

This privacy notice is provided by the Living Ministry research team to explain what to expect when we collect and process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Data controller

The data controller is:

The Archbishops' Council
Church House
Great Smith Street
London
SW1P 3AZ

For further information on the Archbishops' Council please go to:

<https://www.churchofengland.org/about/leadership-and-governance/national-church-institutions>

1. Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- To contact you about Living Ministry and send you relevant surveys, reports and other information;
- To invite you to an interview (if selected as part of our sample);
- To gather information from those surveys and interviews that will help us better understand how clergy can flourish in ministry. So that we don't have to ask you more questions than necessary, we also draw on information collected from Crockford's Clerical Directory and Ministry Division statistical records;
- To analyse that information in order to produce reports, presentations, publications and resources relating to clergy flourishing. All survey and interview data will only be used in a way that will make it impossible for you to be identified in outputs from the research such as reports and publications;
- To store the unanonymised data securely so that we can link it to future waves of the research;
- Archiving purposes in the public interest, scientific or historical research purposes or statistical purposes including the organisation, preservation of, and controlled access to segments of the Church's history.

2. The categories of personal data we collect

The information we process for these purposes (other than that which we collect directly from you) is:

- Name
- Email address
- Clergy ID number
- Gender
- Date of birth
- Date of ordination
- Consent to contact
- Retirement status
- Theological education institution for initial ministerial education
- Current post(s)
- Country of ordination
- Current diocese
- Diocese of ordination
- Mode of training
- Recommended ministry type

3. The lawful basis for using your information

We collect and use personal data under the following lawful bases:

Personal data

- Consent

Special category data

- Explicit consent

4. Who we collect from or share your information with:

We collected your information from:

- Crockford's Clerical Directory (for ordained ministers);
- Ministry Division statistical records;
- Yourself, in previous survey(s);
- Publicly accessible sources, e.g. church websites (for ordained ministers whose details in Crockford's were not up-to-date);
- If you are an ordinand, you chose to participate in Living Ministry by following a link to the survey circulated by your theological education institution. Following completion of the survey, your contact information will be as you provide it in the survey.

5. How long do we keep your information?

We will keep your personal data for ten years after the end of the Living Ministry research, when it will be transferred to the archive unless you object.

6. Your rights

You have the following rights regarding your personal data:

- The right to be informed about any data we hold about you;
- 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, 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 your personal data;
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another.

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCIs Individual Rights Policy is available on request.

7. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, Dr Bev Botting, Head of Research & Statistics, at bev.botting@churchofengland.org or Church House, Great Smith Street, London SW1P 3AZ, Tel: 020 7898 1542.

If you have any concerns or queries about how the Living Ministry research team handle your personal data, please contact the Data Protection Officer at gdpr@churchofengland.org or Data Protection Officer, Church of England Record Centre, 15 Galleywall Road, London, SE16 3PB, Tel: 020 7898 1030, or use the enquiry form at:

<https://www.churchofengland.org/more/policies/national-church-institutions-data-protection>.

You have the right to make a complaint at any time to the Information Commissioner at <https://ico.org.uk/concerns/> or Information Commissioner's Office, Wycliffe House, Water Lane Wilmslow Cheshire SK9 5AF, Tel: 0303 123 1113 (local rate).