

Council for Christian Unity - Privacy Notice

This privacy notice is provided by the Council for Christian Unity 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(s)

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 either individually or via a group email list to arrange meetings and distribute documents and information.
- To gather from you your dietary requirements for catering purposes

2. The categories of personal data we collect:

The information we process for this [purpose/these purposes] is:

- Name
- Email address
- Job title
- Address
- Phone number

We also process “special categories” of information that may include:

- Health (which may be revealed by your dietary requirements)

3. The lawful basis for using your information

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

Personal data

- Consent
- Explicit consent

You have the right to withdraw your consent at any time; if you wish to do so, please write to the Team Administrator, Council for Christian Unity, Church House, Great Smith Street, London, SW1P 3AZ, or email info.ccu@churchofengland.org, either providing the name of the group(s) you wish us to remove you from or stating you wish us to delete all your records from our system.

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

We collected your information from:

- you

Once your information has been collected by an NCI it may be used by other NCIs, where necessary and lawful, to provide a complete service to you. It is for this reason that we link your information together, for example, to save you providing your information more than once.

We will not share your data with any other third parties except where specified here. We will be sharing your information as follows:

- your dietary requirements, as provided, with internal catering company at Church House and any other organisation (eg hotel, conference centre etc) which provides catering for meetings/conferences etc.
- your email address with other members of the relevant group in group emails

5. How long do we keep your information?

We will keep your data until you leave the group and we will refresh your consent if you re-join.

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 withdraw consent (please see above on page 1)

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, the Team Administrator, Council for Christian Unity, Church House, Great Smith Street, London, SW1P 3AZ

If you have any concerns or queries about how the Council for Christian Unity handles 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.

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).

31st January 2020