

UKME and GMG Observers - Privacy Notice

This privacy notice is provided by the Archbishops' Council Central Secretariat to explain what to expect when we collect and process your personal information in accordance with the UK GDPR and the Data Protection Act 2018

Data controller

The data controller is:

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

The House of Bishops have agreed to take forward the recommendation of the Archbishops' Anti-Racism Task Force of having UK Minority Ethnic / Global Majority Heritage participant observers at their meetings. These participant observers will be nominated from and by an electorate of clergy who self-identify as UKME / GMH. The data that you provide us with will be stored in a secure electronic location, will be password protected and will only be able to be viewed by a limited number of Central Secretariat staff.

Further information on the House of Bishops can be found at:

[www.Bishops' information: House and College of Bishops | The Church of England](http://www.Bishops'information:HouseandCollegeofBishops|TheChurchofEngland)

1. Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- To establish the UKME / GMH electorate
- To enable nominations and elections for UKME/GMH observers to the House of Bishops or any other body for which elections are conducted under the Standing Orders of the General Synod.

2. The categories of personal data we collect:

The information we process for these purposes is:

- Name
- Email address
- Date of ordination or, in the case of persons with overseas permission to officiate (OPTO), date on which OPTO was granted (this is "special category" information)
- The fact that you are UKME/GMH (this is "special category" information).

3. The lawful basis for using your information

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

Personal data

- Consent (Article 6(a))

You have the right to withdraw your consent at any time by using the contact details provided in Section 8 below, but if you do so you will no longer be in the electorate and so unable to vote, nominate or be nominated.

Special category data

- Explicit consent (Article 9(a))

You have the right to withdraw your consent at any time by using the contact details provided in Section 8 below, but if you do so you will no longer be in the electorate and so unable to vote, nominate or be nominated.

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

We collected your information from: you as the Data Subject.

We will not share your data with any other third parties except where specified here.

- With the following 3rd party processor to give you access to the electronic voting platform:
Civica Election Services

The Civica Privacy Notice can be found here: [Civica Election Services privacy policy | Civica](#)

5. Your personal data will not be sent to countries outside the UK/EEA.

6. How long do we keep your information?

We will keep your data for the duration of the General Synod inaugurated in November 2021.

7. 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 withdraw your consent at any time ;
- 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;

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.

8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, Casey Chick, Governance Support Officer casey.chick@churchofengland.org
Tel: 020 7898 1470

If you have any concerns or queries about how the Central Secretariat handle your personal data, please contact the Data Protection Officer at:

gdpr@churchofengland.org

or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 020 7898 1114.

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#), or by phone on 0303 123 1113 (local rate).