

Survivor Engagement Privacy Notice

The National Church Institutions (NCIs) are committed to protecting your personal data. Personal data is any information relating to an identified or identifiable person. This privacy notice explains what to expect when the National Safeguarding Team (NST) collect and process your personal information.

There are several policies and procedures which support this privacy notice, these are listed in Section 13 below.

1. Data controller

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

For further information on the Archbishops' Council and the other National Church Institutions please go to:

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

2. Why we collect and use your personal data

We collect and use your personal information to support and manage your engagement and participation with the safeguarding work done by the NST. This includes the following activities:

- Recruiting and managing you as a volunteer in the NST (the data collected and processed for recruitment purposes is described in a separate Privacy Notice which can be found here: <https://pathways.churchofengland.org/legal/privacy>.)
- Ensuring equality and diversity in participation
- Inviting you to participate in working groups, reviews, panels, surveys or other research
- Inviting you to events
- Keeping you informed of other engagement opportunities
- Letting you know about relevant news in the Church of England
- Maintaining records for registering people's interests in coproduction and participation
- Completing honorariums payments
- Providing training to you
- Anonymisation or pseudonymisation when sharing data internally and externally, when requested by you. For example, we will only refer to you as a member of a working group without disclosing your name or refer to you by the name of your choice.
- Sharing your name and interests with other NCIs who have engagement opportunities in which you have chosen to participate in.
- Offering you support in case of safeguarding concerns or incidents
- Providing access to welfare support for you when needed
- To investigate safeguarding concerns or allegations made by you, where applicable, as described in the Safeguarding Privacy Notice which can be found in Section 13 below.

3. The categories of personal data we collect:

The types of information we process include:

- Name
- Age (we only accept volunteers who are over 18)
- Gender
- Dates (starting and leaving)
- Contact information (email, phone)
- Image (if shown in a virtual meeting)
- Location (diocese)
- Areas of personal interest and active participation
- Bank account details

Special categories of information may include:

- Disability
- Ethnicity
- Religion
- Sexual orientation
- Health

4. The lawful basis for using your information

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

- Consent (Article 6(a)) and Explicit Consent (Article 9(a))

You have the right to withdraw your consent at any time by writing to engage.safeguarding@churchofengland.org. Your personal data and information will be deleted upon your request.

5. Who we collect data from

All data will be collected directly from you.

6. Who we share the information with

- Your personal and special category data is treated as strictly confidential and will only be processed by relevant staff at the National Safeguarding Team (NST).
- Your name, contact details and areas of interest may be shared with other NCIs if you choose to participate in engagement opportunities outside the NST
- Your bank details will be shared with Finance in order to process payments to you.
- The NST recognise survivors' right to confidentiality and privacy, however, if a disclosure occurs during your involvement, with engagement activities the NST will ensure that this is investigated, as outlined in Church policies, and your data may be shared with other organisations.

7. How long do we keep your information?

There's often a legal and/or business reason for keeping your information for a set period, as stated in our retention schedule, which is 6 years after last engagement.

8. Security

We are committed to ensuring that your personal data is secure. We limit access to data on a need to know basis and test our security practices and technologies. If a data breach does occur, we will do everything in our power to limit the damage. In the case of a high-risk data breach, and depending on the circumstances, we will inform you about the breach and any remedial actions to prevent any further damage. We will also inform the Information Commissioner's Office of any qualifying data breaches.

9. Your personal data will not be used for any automated decision making

10. Your personal data will not be transferred outside the UK

11. Your rights

You have the following rights regarding your personal data, subject to exemptions:

1. The right to request a copy of your personal data
2. The right to withdraw your consent
3. The right to rectify your data if you think it is inaccurate or incomplete
4. The right to request the erasure of your data, in certain circumstances
5. The right to restrict processing of your data, in certain circumstances
6. The right to request that we transfer your data to you or another organisation, in certain circumstances

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.

12. Complaints or concerns

If you have any concerns or queries about how the NST handles your personal data, please contact, in the first instance, the National Safeguarding Team, at engage.safeguarding@churchofengland.org

If you have any concerns or queries about how the National Society handles your personal data or to exercise your rights as stated in section 11 above, please contact the Data Protection Team at:

gdpr@churchofengland.org

or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 0207898 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)

13. Reference documents

NCI's Data Protection Policy: [National Church Institutions data protection | The Church of England](#)

Safeguarding Privacy Notice

[National Church Institutions Safeguarding Privacy Notice June 2019.pdf \(churchofengland.org\)](#)

For further information on survivor engagement and honorarium policy:

<http://www.churchofengland.org/safeguarding/survivorengagement>.

Practice Guidance: Responding to, assessing and managing safeguarding concerns or allegations against church officers (2017): [Responding PG V2.pdf \(churchofengland.org\)](#)

Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults Practice Guidance (2018): [Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults.pdf \(churchofengland.org\)](#)