

# Archbishop’s Council Environment Programme - Privacy Notice

This privacy notice is provided by the Archbishop’s Council (operating through the Environment Programme) to explain what to expect when we collect and process your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## Data controller(s)

The data controller is:

Archbishop’s Council  
(Operating through the Environment Programme)  
Church House, Great Smith Street  
London  
SW1P 3AZ

For further information on the Archbishop’s Council please visit:

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

## 1. Why we collect and use your personal data

The Archbishop’s Council, through the Environment Programme, is collecting and processing your data to support dioceses and schools to meet the targets set in the Net Zero Carbon Routemap. More information on the Net Zero Routemap can be found at this website: <https://www.churchofengland.org/about/environment-and-climate-change/net-zero-carbon-routemap>.

## 2. The lawful basis for using your information

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

Data item	Reason for processing	Condition for processing
First Name	Used to facilitate communications with you about the Net Zero project.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Last Name	Used to facilitate communications with you about the Net Zero project.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
Email Address	Used to facilitate communications with you about the Net Zero project.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”
What is your educational and professional background? (Current role, work history)	Used to develop Net Zero training and resources appropriate for you.	<b>UK GDPR Article 6(1)(a)</b> “the data subject has given consent to the processing of his or her personal data for one or more specific purposes”

### 3. Who we share your information with:

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

- FormAssembly – third-party data processor for capturing form responses
- Retrofit Action for Tomorrow (RAFT) – third-party processor engaged to produce resources and deliver training to building officers, schools, and dioceses.
- The National Society (Church of England and Church in Wales) for Promoting Education – a separate National Church Institution who is assisting the Environment Programme in supporting schools, dioceses, and RAFT.

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

Your personal data will be retained on systems that are held within the UK/EEA that are compliant with the current UK/EU GDPR requirements.

### 5. How long do we keep your information?

We will keep your data for 2 years.

### 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 withdraw your consent at any time (if applicable);
- 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 (if applicable).

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCI's 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, **Robyn Ford, Education Policy Specialist** via [robyn.ford@churchofengland.org](mailto:robyn.ford@churchofengland.org).

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

[gdpr@churchofengland.org](mailto:gdpr@churchofengland.org)

or online at: <https://www.churchofengland.org/terms-and-conditions/national-church-institutions-data-protection> or Tel: 020 7898 1030.

You have the right to make a complaint at any time to the Information Commissioner online at:

<https://ico.org.uk/make-a-complaint/your-personal-information-concerns/> or by phone on 0303 123 1113 (local rate).