

## Contested Heritage Guidance Survey - Privacy Notice

This privacy notice is provided by the Cathedral and Church Buildings team, under the Church Commissioners for England to explain what to expect when we collect and process your personal information in accordance with the UK GDPR.

### Data controller(s)

The data controller is:

The Church Commissioners for England  
Church House  
Great Smith Street  
London  
SW1P 3AZ

For further information on The Church Commissioners for England please go to:

[\[https://www.churchofengland.org/about/leadership-and-governance/national-church-institutions\]](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 individuals to provide further information on the survey completed as part of our review on our guidance on contested heritage.

### 2. The categories of personal data we collect:

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

- *Title*
- *Name*
- *Email address*
- *Job and/or Role title*

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

- *Racial or ethnic origin; Religion;*

### 3. The lawful basis for using your information

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

Personal data

#### Consent

You have provided consent for the collection of personal data through the Contested Heritage Survey.

You have the right to withdraw your consent at any time by contacting our central ChurchCare email address provided in Section 8 below. If you withdraw your consent, you will no longer be included in our distribution list specific to feedback on our guidance, and all personal details will be removed. No data will be shared externally.

## [Special categories & criminal information]

### **Reasons of substantial public interest (Article 9)**

The processing of your data, which may reveal religious belief, race and ethnic origin, is carried out in the course of our substantial public interest in producing updated guidance on contested heritage for our national collection of Cathedrals and Churches, under the remit of the Cathedrals Fabric Commission for England pursuant to its powers under section 3(3)(a) of the Care of Cathedrals Measure 2011, and by the Church Buildings Council pursuant to its powers under section 55(1)(d) of the Dioceses, Mission and Pastoral Measure 2007.

Special category data will be recorded through is not intentionally collected in this survey but may be identifiable through the organisational and role details provided. Any data collected will be stored and used as part of the review process for the survey and will be removed from our systems once the guidance has been updated (September 2023). This data will not be shared.

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

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

We will keep your information for the period in which the guidance on contested heritage is being updated and will be removed in September 2023.

### **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
- 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);
- The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another (if applicable).

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, James Miles, [james.miles@churchofengland.org](mailto:james.miles@churchofengland.org)

To request removal from the contact list for Contested Heritage Guidance, please contact [churchcare@churchofengland.org](mailto:churchcare@churchofengland.org), and your request will be processed.

If you have any concerns or queries about how the Cathedral and Church Buildings team handle your personal data, please contact the Data Protection Officer at:

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

or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 020 7898 1030.

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).