

Privacy Notice
The Archbishops' Council
The 30k Project, Existing workers workstream
Wellbeing survey for people working in children, family and youth ministry Survey

The Ministry Development team under the direction of the Archbishop's Council is committed to protecting your personal data. Personal data is any information that can identify you.

This privacy notice explains what you can expect when we collect and process your personal information under the UK GDPR.

1. Data controller

The data controller is the **Archbishops' Council**, whose registered address is
29 Great Smith Street, London, SW1P 3PS

The Archbishops' Council is one of the organisations that make up the National Church Institutions (NCIs). You can find out more about the NCIs at:

www.churchofengland.org/about/leadership-and-governance/national-church-institutions

You can find out more about the Archbishops' Council at:

www.churchofengland.org/about/leadership-and-governance/archbishops-council

2. Why we collect and use your personal data

From January 2024 until April 2024, we will be working with Kairos Consultancy Ltd to carrying out national research regarding the wellbeing and conditions of employment for existing paid employed children and youth workers. As part of this research, we will be collecting data via a online survey to a wide range of existing paid children and youth workers throughout the Church of England. This is to enable Kairos Consultancy Ltd to provide recommendations for national interventions that will improve conditions for employed children and youth workers. Following the survey Kairos Consultancy Ltd will be carrying out several focus groups and informal interviews which may include some of the initial survey respondents.

We, the 30k Project, therefore need to collect and hold your personal information to:

- **Allow Kairos Consultancy Ltd to collect and review your answers to the survey which will be used to inform future recommendations and reports.**
- **Help ensure that we hear from as diverse a range of views as possible.** Therefore, the survey will include questions which ask for some demographic data about you including age, gender, sexual orientation, ethnicity, socio-economic, disability, diocese, role and salary (including benefits) and qualifications.

3. The categories of personal data we will collect or process

Information we will collect when you submit your responses.

- Age
- Gender
- Sexual Orientation
- Ethnicity
- Socio-economic background
- Disability

- Diocese
- Role
- Salary
- Benefits (Beyond pay and statutory)
- Qualifications

4. The lawful bases for using your information

We hope to receive responses/feedback from lots of different children and youth workers, undertaking and supporting this ministry within the Church.

To help ensure as many children and youth workers have the opportunity to respond, we will send the survey out via established networks which include

- Diocesan Youth Advisors Network
- Children and Youth work networks which include Growing Faith Foundation, SWYM, Youthscape, Future Youth and the Church Support Newsletter who will also promote through their social media platforms
- Diocesan Secretaries
- Diocesan Communications Handbook
- National Church of England social media

Where you respond to the survey, we will collect and use your personal information under the following lawful bases:

Personal data

- **Consent:** where you share information with us by completing the survey and/or in contacting us about a specific query. *You have the right to withdraw your consent at any time by contacting the Archbishops' Council using the details provided in Section 9 below.*

Special category data

- **Explicit consent:** to allow us to analyse process information about your role with the Church, your employment conditions and any other personal or sensitive information you disclose. *You have the right to withdraw your consent at any time by contacting the Archbishops' Council using the details provided in Section 9 below.*

5. Who we collect from or share your information with

The Diocesan Youth and Children's Advisor Network will be sharing the link to the survey with Diocesan Children and Youth Advisors from their Network contact list. Diocesan Children and Youth Advisors will then share the link to the survey with worshipping communities within their dioceses inviting all paid children and youth workers to participate in the survey.

We, the 30k Project will collect your personal information from **you** when you submit complete the survey.

In connection with the processing set out in section 2, your information will be processed by Kairos Consultancy Ltd who have been commissioned to analyse the responses to inform recommendations. These recommendations will not contain identifiable data.

We, the 30k Project, will not use your personal information to carry out any automated decision making.

We are using the advantage version of Survey Monkey to conduct the survey and under this version data

is stored in California, United States

6. How long we keep your information.

We, the 30k Project, will only hold records of your personal information for as long as we need to, to help with analysis of the responses to the survey, focus groups and informal interviews and future planning. Identifiable responses may be held for 1 year after the conclusion of the conversation process and then destroyed. Anonymised reports that summarise all responses will be retained permanently for archiving purposes.

7. Security of your personal data

We commit to ensuring that your personal information is secure. We limit access to personal information on a need-to-know basis and test our security practices and technologies. We require employees, temporary workers and consultants to follow policies and procedures and complete mandatory annual training to understand the importance of protecting personal information and information security.

We have contractual agreements with Kairos Consultancy Ltd which sets out how they access and analyse personal information ensuring that it is secure and destroyed or returned safely.

If the security of your personal information is breached, we will endeavour to limit the damage. In the case of a high-risk breach, and depending on the circumstances, we will tell you about the breach and any remedial actions to prevent further damage. We will report any qualifying breaches of the security of personal information to the Information Commissioner's Office, or a local privacy regulator (where appropriate).

8. Your rights

Subject to exemptions, you have the following rights:

- The right to withdraw your consent and any time up until the point at which it is anonymised.
- The right to be informed about any personal information we collect and use about you;
- The right to access and request a copy of your personal information which we hold about you;
- The right to request that we correct any personal information if it is found to be inaccurate, incomplete or out of date;
- The right to request your personal information is erased where it is no longer necessary for us to keep such information;
- The right to request a restriction is placed on further processing, for example where there is a dispute in relation to the accuracy or processing of your personal information

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.

9. Complaints or concerns

If you have any queries about the ways in which we use your personal information and why we do so, please contact the30kproject@churchofengland.org

If you have any concerns or queries about how the Pensions Board handles your personal information, please contact our Data Protection Officer through our **Data Protection Team** at:

Email : gdpr@churchofengland.org

Tel : 020 7898 1114

Online: www.churchofengland.org/national-church-institutions-data-protection

You have the right to make a complaint at any time to the UK's privacy regulator, the Information Commissioner at:

Online: ico.org.uk/make-a-complaint/your-personal-information-concerns/

Tel: 0303 123 1113

If you are based in the EU, you can lodge a complaint with your local privacy regulator, which is based in the country or territory where you live, work or the alleged infringement took place.