

# Consultants & Contractors Privacy Notice

This privacy notice is provided by the National Society (Church of England and Church in Wales) for the Promotion of Education (operating as the Church of England Education Office) 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

The data controller is:

National Society (Church of England and Church in Wales) for Promoting Education  
(Operating as the Church of England Education Office)  
Church House, Great Smith Street  
London, SW1P 3AZ

If you want to know more about who we are, please visit this webpage:

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

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

The National Society is collecting your personal data to facilitate either (a) you being contracted for work by the National Society or (b) you expressing your interest in engaging with the National Society as a consultant or contractor. This privacy notice does not cover the National Society's employees, only off-payroll contractors.

## 2. The lawful basis for using your information

Everyone who collects information from you must have a lawful basis for doing so.

For contractors, we collect the following personal data under the lawful basis of contract, to facilitate contracting you and paying for your services:

- Your name (title, first name and family name)
- Your organisation or company name
- Your job title (if applicable)
- Your telephone number
- Your email address
- Your street address
- Your bank details.

If you're expressing an interest in engaging with the National Society as a contractor, we'll collect the following personal data under the lawful basis of consent:

- Your name (title, first name and family name)
- Your organisation or company name
- Your job title (if applicable)
- Your telephone number
- Your email address.

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

We will not share your personal data with any other third parties. If it is necessary to share your data with third parties as part of your contracted work with us, you will be notified first.

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

Your personal data 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?**

For contractors, we are required to keep contracts for a period of 6 years after the end of the contract and so your personal data will remain in our contracts database to allow us to facilitate this.

Personal data received through expressions of interest will only be kept for 2 years after the date provided and you are welcome to contact us at anytime to have your data removed.

### **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 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, **Lisa Osborne, Governance Support Officer via [lisa.osborne@churchofengland.org](mailto:lisa.osborne@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).