

Events 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 your registration, attendance, and payments for National Society events and conferences, including the National Conference 2023. While at a National Society event, your image may be captured by photograph or film. The National Society may also, with your consent, use your personal data for marketing purposes such as to let you know about future events.

2. The lawful basis for using your information

Everyone who collects information from you must have a lawful basis for doing so. We collect the following personal data under the lawful basis of contract to facilitate your registration and attendance at an event:

- Your name (title, first name and family name)
- Parent or guardian's name (if the attendee is a child)
- Your organisation or school's name (and type, including year group for student attendees)
- Your role at the organisation or school
- Payment information (for events with paid tickets)
- Dietary requirements and accessibility requirements (special category data collected to ensure your needs at the events are met).

We also collect the following personal data under the lawful basis of consent:

- Photographs and videos of you at the event.

3. Who we share your information with:

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

- Stripe, a third-party payment processing platform – Stripe will securely receive and process your

payment information only. (This is only applicable for paid events)

- Third-party data processors including professional event staff, venues, photographers and videographers.
- Our event registration forms and online versions of our filming & photography consent forms are available through a secure third-party data processor called FormAssembly.

Photographs and videos taken will be used internally with National Society staff, externally with Church of England networks and selected videos will be published on the following websites and social media platforms:

- The Church of England's website: <https://www.churchofengland.org/about/education-and-schools>
- The Church of England Foundation for Educational Leadership (CEFEL) website: <https://www.cefel.org.uk/>
- The CEFEL YouTube channel: <https://www.youtube.com/thechurchofengland>
- The Church of England Education Office Twitter account: https://twitter.com/CofE_Education
- The Church of England Facebook account: <https://www.facebook.com/thechurchofengland>

When publishing your images or videos, care will be taken to ensure your name or school is not identifiable and that the images or videos are used in an appropriate way.

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. However, when we publish images and videos on online, people outside of the UK will be able to view them.

5. How long do we keep your information?

We will keep your data for 2 years after the event date. For images and videos, after 2 years we will either:

- contact you to renew your consent for us to use images and videos of you (if we still need the data), or
- manually erase your data from our systems and take down any published images and videos from our websites.

While our best attempts will be made to remove your images and videos from our websites, it is not always possible to remove content from the internet. Some users may have downloaded and shared the images or videos beyond our control. Please consider this before consenting to photography & filming.

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**.

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

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).