

Privacy Notice
The Church of England Pensions Board
Member Webinars/Events

We, the Church of England Pensions Board, commit 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 and EU General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

1. Data controller

The data controller is the **Church of England Pensions Board**, whose registered address is 29 Great Smith Street, London, SW1P 3PS.

2. Why we collect and use your personal data

We need to collect and hold your personal information to:

- Register you for member webinars and events
- Add you to the event mailing list
- Communicate with you before and after the event about the session e.g. sharing agenda details, how to join the session, answering questions
- Share with you pre-recorded speakers' presentations
- Let you know about future events

3. The categories of personal data we collect

The information we will process for any event is:

- Your name
- Your email address

For the Annual Review Member webinar, we will also collect:

- Which pension scheme you belong to.

We will collect this data from you at registration.

We may also process special category data, where you supply this as part of your registration or through a question in the event. For instance, information on any title you might hold due to your work within the Church, which might reveal data about your religious beliefs.

4. The lawful bases for using your information

We collect and use your personal information under the following lawful bases:

Consent (Article 6)

You have provided consent by registering for a specific event or Webinar and indicating your consent to be on our mailing list for an event and to be informed about future events

By registering for the event or webinar, you have consented to us using your email address for use to send you a link to the event and presentations.

You have the right to withdraw your consent at any time by contacting the Board using the contact details provided in Section 8 below. If you withdraw your consent to register for the event or webinar, you will no longer be a participant, and we will not send the link to join the event or watch the presentations. You can unsubscribe from the mailing list at any time by emailing cepfeedback@churchofengland.org or contacting us via the details in section 8.

Legitimate activity (Article 9)

The processing of your data which may reveal religious belief is carried out in the course of our legitimate

activities as a not-for-profit organisation who provide pensions and retirement services to those who work or minister for the Church.

5. Who we collect from or share your information with

We collect your information from you when you register for the event or webinar. We undertake registrations via Eventbrite. Eventbrite will only ask for the information covered by this privacy notice under section 3. All information will be processed by them in accordance with their privacy policy:

<https://www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/>

We will use a third-party platform, Zoom, to host:

- the *Enabling Choice* webinars on 6 December/14 December 2023.
- the planned Annual Review Member session on 25 April 2024.
- the planned follow-on webinars in May and June 2024.

A link to join the event will be sent by the Board to all attendees via email or the registration platform.

Names and email addresses for the panelists and/or presenters only, will be uploaded to Zoom directly, to enable Zoom to recognise them as presenters on the day.

On the day of the event, Zoom may ask you to enter your name and email address as you join the webinar. This information will be processed by them in accordance with the Zoom privacy policy:

(<https://explore.zoom.us/en/privacy/>).

We may record the webinars, but as this is a webinar, only the presenters will be visible in the recording. No participant information should be captured as part of the recording.

6. How long we keep your information.

We will keep your registration data for 1 year, using this to communicate with you about the event or any follow-up activity.

7. 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 by unregistering from the event or webinar.
- 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 obtain and reuse your personal data to move, copy or transfer it from one IT system to another. *[only applicable for data held online]*

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.

8. 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 the Pensions Administration team in the first instance on:

Tel: 020 7898 1802 (9am - 5pm, Monday to Friday) Email:

pensions@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.