

DAC Conference Privacy Notice 2024

This privacy notice is provided by the Cathedral and Church Buildings department, 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>

1. Why we collect and use your personal data

Personal information is collected for the following purpose/s:

- To organise attendance, catering and accommodation at the DAC Conference 2024

2. The categories of personal data we collect:

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

- *Name*
- *Email address*
- *Job Title*
- *Organisation*
- *Dietary requirements*
- *Disabilities*

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 Eventbrite registration process.

Any dietary requirements provided will be recorded to arrange suitable catering options.

Any disability requirements provided will be recorded to arrange suitable accommodation and provide suitable access requirements during the conference.

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 attendee list, and all personal details will be removed. No data will be shared externally.

4. Who we collect from or share your information with:

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

- Royal National Hotel, 38-51 Bedford Way, London WC1H 0DG to arrange accommodation
- An, as of yet, unknown catering company who will provide suitable food during the conference (once a company is selected, this privacy notice will be updated)

5. Your personal data will not be sent to countries outside the UK.

6. How long do we keep your information?

We will keep your information for three months after the conference and personal details will be removed in October 2024.

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 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);
- 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.

8. Complaints or concerns

If you have any queries regarding this processing activity, please contact, in the first instance, James Miles, james.miles@churchofengland.org

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

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).