

National Society Grants 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

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

For further information on the National Society please visit:

<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 and processing your personal data as part of our National Society Grant application process and our grant's research activities.

For grant applicants, this includes the personal data you submit as part of your grant application, to allow us to facilitate the application process, assess the application, award grants, and monitor successful grant activities.

For data subjects of the grantee's research activities, this includes the personal data the grantee collects on our behalf to facilitate their research project.

2. The lawful basis for using your information

For grant applicants, we collect and use personal data under the lawful basis of contract, UK GDPR Article 6(1)b – “processing is necessary...in order to take steps at the request of the data subject prior to entering a contract”. The personal data we will collect by contract includes:

- Your name (title, first name and family name)
- Your organisation's name (if applicable)
- Your contact details (email address, phone number, physical address)
- Payment details (to facilitate payment of the grant if successful)
- The name, position, and contact details of a referee who can vouch for the relevance of the project to the National Society's objectives, and for your capability to undertake it. Please ensure you advise the referee you will be providing their details, and ensure you have their consent.

For data subjects of grantee's research activities, we will collect and use personal data under the lawful basis of consent, UK GDPR 6(1)(a) – “the data subject has given consent to the processing of his

or her personal data for one or more specific purposes”. The personal data we will collect by consent may include any or all of the following, depending on the specific grant research activity:

- Your name (title, first name and family name)
- Your organisation’s name (if applicable)
- Your contact details (email address, phone number, physical address)
- Special Category data such as ethnicity/racial origin or religious beliefs*

**We collect and use special category data only where necessary and where you consent to share it with us.*

3. Who we share your information with:

We will be sharing your information with:

- FormAssembly – used to host forms for grant applications.

We will not share your personal data with anyone other than those third parties listed above.

For data subjects of grantee’s research activities, your personal data will be collected and processed by the research team, who act as a third-party data processor on behalf of the National Society.

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?

We will keep your data for 7 years after the grant project’s conclusion to fulfil legal recordkeeping obligations.

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).