

# **Wilkinson Jay Response Team Stakeholder Engagement**

## **Privacy Notice**

This privacy notice is provided by the Wilkinson Jay Response Team to explain what to expect when we collect and process your personal information in accordance with the UK GDPR

### **Data controller**

The data controller is:

The Archbishops' Council,  
Church House  
Great Smith Street  
London  
SW1P 3AZ

For further information on the Archbishops' Council please go to:

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

For further information on the work of the Wilkinson Jay Response Team please go to:

**<https://www.churchofengland.org/safeguarding/safeguarding-and-independence>**

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

- To email you to request your consent to being on a mailing list.
- To contact you on a weekly or less regular basis, to send you questions about the Wilkinson Jay Response Group's work.

### **2. Categories of personal data that we collect**

The information that we process for these purposes is:

- Name and email address.

We will not collect special category data as part of the evaluation of our work. If you give us information relating to ethnicity, race, health, religious belief, sexual life, sexual orientation, or other special category data this will not be analysed or used for any purpose and will be deleted.

### **3. The lawful basis for using your information**

We will collect and use personal data under the following lawful bases:

- **Consent:** the individual will give clear consent by email to [jayresponse@churchofengland.org](mailto:jayresponse@churchofengland.org) for us to process their personal data for this specific purpose.

You have the right to withdraw your consent at any time by contacting us using the contact details below.

Your responses will be detached from your email into a spreadsheet when they arrive, and individual response emails deleted immediately after this. This means you can withdraw your consent for us to hold your contact details on the mailing list (unsubscribe), but we will be unable to withdraw your responses because they will not be identifiable on the spreadsheet.

### **4. How long do we keep your information?**

This project is due to close at the end of February 2025. We will hold your name and email address until the project closes.

## 5. Who we collect your information from

To contact you about this evaluation we collected your information from:

- General synod membership list
- DSAP chairs membership list
- DSA advisors and cathedral deans advisors membership list
- Diocesan Secretaries Group membership list
- The National Safeguarding Team (NST) – internal directory
- Archdeacons list - through Ministry Development
- Cathedral Deans – through NST Communications
- Parish Safeguarding Officers – through DSA advisors.

## 6. Who we share your information with

Your personal data will be used only by the Wilkinson Jay Response Team

## 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;
- 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;

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, Wilkinson Jay Response Team at:

**[jayresponse@churchofengland.org](mailto:jayresponse@churchofengland.org)**

If you have any concerns or queries about how Wilkinson and Jay Response Team handles your personal data, please contact the Data Protection Team at:

**[gdpr@churchofengland.org](mailto: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).