



## **DATA PRIVACY NOTICE**

### **1. Your personal data - what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

The Chapter of Chelmsford Cathedral is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

The Chapter complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Depending on the reasons why we have your data, we may use your personal data for one of more of the following purposes: -

- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services at Chelmsford Cathedral;
- To enable us to provide a voluntary service for the benefit of the public in the Diocese of Chelmsford;
- To fundraise and promote the interests of the Cathedral.

### **4. What is the legal basis for processing your personal data?**

We are permitted to process your data either because you have given explicit consent to us doing so for the specific purpose or purposes for which we process it or because processing it is lawful under Article 6 or Article 9 of the GDPR.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the Cathedral in order to carry out a service to other members or for purposes connected with the Cathedral. We will only share your data with third parties outside of the parish with your consent.

## **6. How long do we keep your personal data<sup>1</sup>?**

We keep data in accordance with the guidance set out in the guide “Keep or Bin: Care of Your Parish Records” which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate and parish registers (baptisms, marriages, funerals) permanently.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Chapter of Chelmsford Cathedral holds about you;
- The right to request that the Chapter of Chelmsford Cathedral corrects 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 the Chapter of Chelmsford Cathedral to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable);
- 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 personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please contact the Director of Operations on [ruth.collin@chelmsfordcathedral.org.uk](mailto:ruth.collin@chelmsfordcathedral.org.uk) or 01245 294492.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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<sup>1</sup> Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>