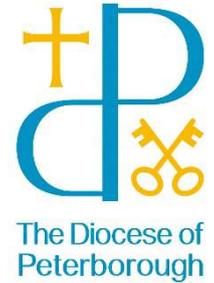


General Privacy Notice for Peterborough Diocesan Registry ("the Registry")



This privacy notice explains how the Registry processes data in our general day-to-day work.

1. What is personal data?

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 our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the "GDPR") and the Data Protection Act 2018 (the "DPA 2018")

2. Who are we

The Diocesan Registrar, Anna Spriggs, is the data controller (contact details below). This means she decides how your personal data is processed and for what purposes

3. How do we process your personal data?

The Registry complies with its obligations under the GDPR and DPA 2018 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.

We may use your contact data for the following purposes:

- To support communications by letter, email and telephone
- To include as required in meeting minutes, reports, agendas, invitations and other documents
- To maintain a database of contacts, parishes and posts for the Diocese of Peterborough

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

Processing is carried out under different legal bases depending on the circumstances:

Legal Obligation where we are required to meet legal requirements, such as legislation for taxation, charity law, safeguarding, employment law, health & safety, or church representation/faculty law.

Legitimate Interest to support the collaborative working between the Registry and members of the parishes, deaneries and the general public in the Diocese of Peterborough.

5. Sharing your personal data

Your personal data will be treated as confidential and will only be shared when necessary with Bishops' offices, Peterborough Diocesan Board of Finance and Peterborough Diocesan Board of Education, Peterborough Cathedral, the Chancellor of the Diocese, the Diocesan Advisory Committee and National Church Institutions (such as the Church Commissioners) for purposes connected with the Diocese of Peterborough. If we wish to share your personal data outside the Church of England, then we will always seek your consent first.

6. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. This includes following Church of England guidelines in "Save or delete: and the Care of Diocesan Records"

<https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>

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 Registry holds about you;
- The right to request that the Registry 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 Registry to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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 see your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Anna Spriggs, Diocesan Registrar at 35 Thorpe Road, Peterborough, PE3 6AG Tel: 01733 882831 or anna.spriggs@hcsolicitors.co.uk

You can contact the Information Commissioner's 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