



THE CATHEDRAL AND
ABBAY CHURCH OF
SAINT ALBAN

PERSONAL 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 St Albans 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:

- explaining to you what data we are collecting and why we are collecting it;
- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- 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 use your personal data for the following purposes: -

- To enable us to provide a pastoral service for the benefit of the Cathedral community;
- To administer congregational and volunteer records;
- To fundraise and promote the interests of the Cathedral;
- 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 running at the Cathedral;
- To understand your preferences and needs;
- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

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

- The legal basis for Chapter processing your data includes:
- Your explicit consent so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events;
- The processing is necessary for carrying out legal or contractual obligations for example in relation to the Electoral Roll, Gift Aid or under employment, social security or social protection law, or a collective agreement;

- The processing is necessary for carrying out the Cathedral Chapter's legitimate interests, including the establishment, maintenance and enhancement of mutually beneficial relationships with donors and others in the furtherance of the Cathedral's vision and mission;
- In relation to sensitive special category personal data the processing is carried out by a not-for-profit body with a religious aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

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 community 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 Cathedral community with your consent or if we are required to do so to carry out our legal or contractual obligations.

6. How long do we keep your personal data ?

We keep data in accordance with the central Church of England GDPR guidance [see below for link]. In doing so we keep data for as long as it is needed for the purpose for which it was originally collected.

As our relationship with many people is a life-long one we often maintain records until such time as you tell us you no longer wish us to keep in touch. Specifically, we retain electoral roll and volunteer data while it is still current and parish registers (baptisms, marriages, funerals) permanently. Staff data is kept in accordance with Employment Law guidelines.

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 Cathedral Chapter holds about you;
- The right to request that the Cathedral Chapter 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 Cathedral Chapter to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the Chapter provide you with your personal data and if required and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- 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, (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 Personal Data Privacy Notice, 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 in the first instance contact the Cathedral Administrator, Heather Smith. E: heather.smith@stalbanscathedral.org

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.