

THE ENGLISH CLERGY ASSOCIATION

DATA PRIVACY NOTICE

The General Data Protection Regulation (GDPR) is an EU regulation which comes into force on 25 May 2018. GDPR determines the way in which we handle the personal information and data which we keep.

- *Personal data* is information from which an individual is capable of being directly or indirectly identified, e.g. names, addresses, email addresses, photos, etc
- The *Data Controller* is the person or organisation that determines the purposes and means of processing personal data.
- The *Data Processor* is responsible for processing personal data on behalf of the Data Controller and is required to maintain records of personal data and processing activities. The Data Processor may incur a legal liability if responsible for a breach.
- *Processing* is the collection and use of data to produce meaningful information.
- The *Data Subject* is the living individual to whom the data relates.

CATEGORIES OF DATA

The data which we hold contains the following:

- Your names and titles;
- Your contact details such as telephone numbers, addresses, and email addresses;
- Where you have provided it, such information as gender, age, date of birth, marital status, nationality, appointment and academic/professional qualifications;
- Financial information such as bank account details and payment card particulars with respect to the payment of subscriptions or donations.

DATA CONTROLLER

The Data Controller is the Council of the English Clergy Association. We will comply with the legal obligations by keeping your personal data up-to-date; by storing and destroying it securely; not collecting or retaining excessive amounts of data and ensuring appropriate measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

PROCESSING YOUR PERSONAL DATA

We use your personal data to enable us to carry out the following purposes:

- to meet all legal and statutory obligations;
- to send out notices of meetings or events to members of the Association;
- to fundraise and promote the interests of the Association;
- to send out subscription notices;
- to administer the ECA membership records;
- to maintain our own accounts and records (including Gift Aid information);
- to send out the Journal of the Association;
- to inform you of news, events, activities and services of interest to members of the Association;

- to send you any communications which you have requested, including information about fundraising.

LEGAL BASIS FOR THE PROCESSING OF INFORMATION

- The data we process is necessary for the purposes of administering the Association and to provide an efficient and effective service for the benefit of members in accordance with the objects of the Association as set out in its Constitution dated 9 September 1992 (as amended).
- Processing is also necessary to maintain our own accounts and records and for carrying out our legal obligations with respect to Gift Aid.
- Your data will be processed on the basis of the legitimate interests of the Association.
- We will not use any of the personal data we hold for any other purpose without first obtaining your consent so to do.

CONFIDENTIALITY

All your personal data will be treated as strictly confidential. It will only be shared with third parties where required by law or necessary for the proper performance of the management and administration of the Association or where prior consent has been given. Where necessary, your data may be shared with:

- our agents, servants and contractors. For example, we may ask a commercial provider to send out newsletters, notices of meetings etc. and publications such as the Journal on our behalf, or to maintain our database software;
- other organisations with which we are carrying out joint events or activities.

RETENTION OF DATA

We will keep some records so long as we are required by law so to do. Otherwise records such as the list and details of members may be kept for seven years. In general, we will endeavour to keep data only for as long as it is needed to support the work of the Association. Personal data will be deleted when it is no longer required.

INDIVIDUAL RIGHTS

You have the following rights with respect to your personal data:

- The right to request information concerning the data we hold about you
- The right to correct and update that data
- The right to have your data removed
- The right to object to us processing your data
- Where there is a dispute in relation to the accuracy or processing of your personal data, the right to request that a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioner's Office (see below)

CONTACT DETAILS

To exercise all relevant rights, queries or complaints, in the first instance please contact The Revd Mark Binney, Hampton Vicarage, 54 Pershore Road, Hampton, Evesham, Worcestershire, WR11 2PQ.

RIGHT TO COMPLAIN TO THE INFORMATION COMMISSIONER'S OFFICE (ICO)

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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