



## PRIVACY NOTICE

### The Cathedral Church of St Martins, Leicester (Leicester Cathedral)

#### 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 (GDPR).

#### 2. Who are we?

The Cathedral is established as an Ecclesiastical Corporation under the Cathedrals Measure (1999), comprising the College of Canons, the Council and the Chapter. The Chapter is the Governing Body and consults with the College and Council as required by the Measure. It has charitable status by virtue of the Measure and is regarded by HMRC as a charity for tax purposes, but is regulated by the Visitor (the Bishop) rather than the Charity Commission. The Leicester Cathedral Charitable Trust and Leicester Cathedral Music Foundation are also charitable incorporated organisations under the authority of the Chapter.

The Deputy Cathedral Administrator of Leicester Cathedral is the data controller (contact details below). The data controller decides how your personal data is processed and for what purposes.

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

Leicester Cathedral 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.

We use your personal data for the following purposes to:

- enable us to provide a voluntary service for the benefit of the public as specified in our constitution;
- administer records of people we are in regular contact with;
- fundraise and promote the interests of the charities;
- manage our employees and volunteers;
- maintain our own accounts and records (including the processing of gift aid applications);
- inform you of news, events, activities and services taking place at Leicester Cathedral.

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

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and keep you informed about diocesan events;
- Processing is necessary for carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-
  - the processing relates only to people we are in regular contact with 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. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The appropriate bodies of the Church of England including the other data controllers;
- The Leicester Cathedral Charitable Trust and the Leicester Cathedral Music Foundation;
- Other clergy or lay persons nominated or licensed by the Bishops of the Diocese of Leicester to support the mission of the Church in our parish. Assistant or temporary ministers, including curates, deacons, licensed lay ministers, commissioned lay ministers or persons with Bishop's Permissions may participate in our mission in support of our regular clergy;
- Other persons or organisations operating within the Diocese of Leicester including, where relevant, the Leicester Diocesan Board of Education, and Subsidiary Bodies;
- There may be other legal entities we share data with within the Church of England who are also data controllers;
- On occasion, other churches with which we are carrying out joint events or activities.

## **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 'Chapter and Verse – Care of Cathedral Records' 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, banns, confirmations, admission to communion) 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 Leicester Cathedral holds about you;
- The right to request that Leicester 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 Leicester Cathedral to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request (where applicable) 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);
  - 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 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 seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Deputy Cathedral Administrator at [leicestercathedral@leccofe.org](mailto:leicestercathedral@leccofe.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.

2 November 2018

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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>