



# Leicester Cathedral

## **Privacy Notice**

01/11/2022

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<b>1.</b>	<b>Your personal data – what is it?</b>
1.1	Personal data relates to information about a living individual who can be identified from that data (for example, name, address, gender, job, etc). An individual may be identified by the information alone or in conjunction with any other information in the data controller <sup>1</sup> 's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).
<b>2.</b>	<b>Who are we?</b>
2.1	Leicester Cathedral uses personal data to carry out our many functions. We endeavour to ensure that our use of personal data meets with data protection legislation.
<b>3.</b>	<b>How do we process your personal data?</b>
3.1	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.
3.2	We use your personal data for one or more of the following purposes: a) To enable us to provide a voluntary service for the benefit of the public as specified in our constitution; b) To administer records of people we are in regular contact with; c) To fundraise and promote the interests of Leicester Cathedral; d) To manage our employees and volunteers; e) To maintain our own accounts and records (including the processing of Gift Aid applications); or f) To inform you of news, events, activities and services taking place at Leicester Cathedral and/or at the Diocese of Leicester.
<b>4.</b>	<b>What is the legal basis for processing your personal data?</b>
4.1	Explicit consent of the data subject <sup>2</sup> is required so that we can keep you informed about news, events, activities and services taking place at Leicester Cathedral and/or at the Diocese of Leicester;
4.2	Processing is necessary for carrying out our legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;

<sup>1</sup> "Data controller" means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

<sup>2</sup> "Data subject" means the individual whom particular personal data is about.

4.3	<p>Processing is carried out by Leicester Cathedral as a charity and a not-for-profit body with a religious aim provided:</p> <ul style="list-style-type: none"> <li>a) the processing relates only to people we are in regular contact with; and</li> <li>b) there is no disclosure to a third party without consent.</li> </ul>
5.	<b>Sharing your personal data</b>
5.1	<p>Your personal data will be treated as strictly confidential. It will only be shared with third parties where this is required by law, for example, in relation to law enforcement or investigations by statutory bodies, or for the performance of our tasks or where you first give us your prior consent.</p> <p>We may need to share your data with one or more of the following (but only where necessary):</p> <ul style="list-style-type: none"> <li>a) The appropriate bodies of the Church of England including the other data controllers;</li> <li>b) The Leicester Cathedral Charitable Trust and the Leicester Cathedral Music Foundation;</li> <li>c) 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;</li> <li>d) Other persons or organisations operating within the Diocese of Leicester including, where relevant, the Leicester Diocesan Board of Education, and Subsidiary Bodies;</li> <li>e) There may be other legal entities we share data with within the Church of England who are also data controllers;</li> <li>f) On occasion, other churches with which we are carrying out joint events or activities.</li> </ul>
6.	<b>How long do we keep your personal data?</b>
6.1	<p>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 <a href="https://www.churchofengland.org/more/libraries-and-archives/records-management-guides">https://www.churchofengland.org/more/libraries-and-archives/records-management-guides</a>.</p>
6.2	<p>Specifically, we retain electoral roll data while it is still current; Gift Aid declarations and associated paperwork for up to 6 years after the expiry of such declarations; and parish registers (baptisms, marriages, funerals, banns, confirmations, admission to communion) permanently.</p>
7.	<b>Your rights and your personal data</b>
7.1	<p>Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -</p> <ul style="list-style-type: none"> <li>a) The right to request a copy of your personal data which Leicester Cathedral holds about you;</li> </ul>

	<ul style="list-style-type: none"> <li>b) The right to request that Leicester Cathedral corrects any personal data if it is found to be inaccurate or out of date;</li> <li>c) The right to request your personal data is erased where it is no longer necessary for Leicester Cathedral to retain such data;</li> <li>d) The right to withdraw your consent to the processing of your data at any time;</li> <li>e) The right to request (where applicable) that Leicester Cathedral provides you with a copy of your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability);</li> <li>f) 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;</li> <li>g) The right to object to the processing of personal data (where applicable);</li> <li>h) The right to lodge a complaint with the Information Commissioners Office.</li> </ul>
<b>8.</b>	<b>Further processing</b>
8.1	If we wish to use your personal data for a new purpose, not covered by this 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.
<b>9.</b>	<b>Contact details</b>
9.1	To exercise all relevant rights, queries of complaints please in the first instance contact Leicester Cathedral at <a href="mailto:Cathedral@LeicesterCofE.org">Cathedral@LeicesterCofE.org</a> .
9.2	You can contact the Information Commissioners Office on 0303 123 1113 or via email <a href="https://ico.org.uk/global/contact-us/email/">https://ico.org.uk/global/contact-us/email/</a> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## DOCUMENT CONTROL INFORMATION

### Document status

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