**Christ Church Belper Privacy Notice**

Christ Church Belper is committed to maintaining your trust by protecting your personal data.

Personal data is any information relating to an identified or identifiable person.

Christ Church Belper will process your personal data in a transparent and lawful way, as stated in our [Data Protection policy](https://www.churchofengland.org/more/policies/national-church-institutions-data-protection).

We may change this statement from time to time to reflect privacy or security updates. We encourage you to periodically review this page for the latest information.

[DATA CONTROLLER(S)](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

Our privacy notices explain what to expect Christ Church Belper collects your personal information.

[WHY WE COLLECT AND USE YOUR PERSONAL DATA](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

Personal information is collected to enable Christ Church Belper to provide a range of services to carry out their many functions supporting the mission and ministry of the Church of England. Legislation requires and sometimes empowers Christ Church Belper to provide goods and services to the wider Church. This includes:

* Promoting and supporting the mission and ministry of the Church of England
* Provision of cultural and religious events
* Provision of training and education
* Provision of safeguarding services
* Provision of retirement housing
* Provision of pensions
* Provision of governance and financial management of Church of England assets
* Administering and supporting the governance of the Church of England
* Administering and supporting the parliamentary duties of the Church of England
* Managing property
* Publishing resources and reports
* Administering the assessment and collection of taxes and other revenue including benefits and grants
* Corporate administration and all activities we are required to carry out as a data controller
* Undertaking research and statistical analysis
* Internal financial support and corporate functions
* Managing archived records for historical and research reasons, including the management of administration of access to our collections
* Maintaining our own accounts and records
* Promoting the services we provide
* Supporting and managing our employees
* Managing the information technology network and infrastructure for Christ Church Belper

[THE LAWFUL BASIS FOR USING YOUR INFORMATION](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

We collect and use information under one or more of the following legal bases:

* Legal obligation – we need to process your information to comply with the law.
* Public task – we need to process your information to undertake a duty or task in the public interest.
* Contract – we need to process your information as part of a contract such as contract of employment.
* Vital interest – we need to process your information to protect someone’s life in an emergency.
* Legitimate interest – we need to process your information in order to undertake tasks and duties related to members of the Church of England.
* Consent – we need your permission to use your information.
* Where we require consent to use your information, we will make it clear when we ask for consent and explain how to go about withdrawing your consent.

We may also collect and use “special categories” of data under one or more of the legal bases:

* **Substantial public interest** (protecting the public against dishonesty etc.) where it is necessary for the exercise of a “protective function”. We have an appropriate policy document in place.
* **Legal claims** – we may need to process your information where it necessary to do so for the establishment, exercise or defence of legal claims or in connection with judicial process.
* **Archiving**- we may process your information for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes including the organisation, preservation of, and controlled access to, segments of the Church’s history.

We will only use your personal data for the uses and purposes set out above, unless we need to use it for another reason compatible with the original use and purposes. If we need to use your personal data for an unrelated purpose, we will notify you and will explain the legal basis which allows us to do so.

[THE CATEGORIES OF PERSONAL DATA WE COLLECT](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

The types of information we process include:

* personal details
* contact information
* family details
* lifestyle and social circumstances
* financial details
* employment and education details
* housing needs
* visual images
* licenses or authorisation held
* training records
* case file information
* committee and trustee membership details

We also process ‘special’ categories of information that may include:

* race;
* ethnic origin;
* politics;
* religion;
* trade union membership;
* health;
* sex life; or
* sexual orientation
* criminal allegations, proceedings or convictions.

We process personal information about:

* prospective, current and retired clergy
* customers
* suppliers
* current past and prospective employees, persons contracted to provide a service
* claimants
* tenants
* professional advisers and consultants
* children and parents
* students and pupils
* carers or representatives
* landlords
* recipients of benefits
* representatives of other organisations

[WHO WE COLLECT FROM OR SHARE YOUR INFORMATION WITH](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

Where necessary or required we collect from or share information with:

* parishes, dioceses, bishop’s offices and cathedrals
* representatives of customers and employees
* relatives or emergency contacts
* employees
* legal representatives
* trade unions
* current past and prospective employers
* healthcare, social and welfare organisations
* educators and examining bodies
* educational institutions
* financial institutions
* governance bodies and committees
* providers of goods and services
* 3rd party data processors
* local and central government
* both houses of parliament and members of parliament
* regulatory bodies
* credit reference agencies
* press and the media
* law enforcement and prosecuting authorities
* courts and tribunals
* landlords and tenants
* charitable, religious and voluntary organisations
* survey and research organisations
* social housing providers
* statutory, public or regulatory inquiries

[YOUR PERSONAL DATA WILL NOT BE SENT TO COUNTRIES OUTSIDE THE EEA WITHOUT YOUR CONSENT, AND WITH NECESSARY SAFEGUARDS](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

Christ Church Belper does not share your information with third countries outside of the UK or EEA without the safeguards being in place that are equivalent to the [UK Data Protection legislation](https://www.gov.uk/data-protection) or the [General Data Protection Regulations](https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation) (GDPR).

[HOW LONG DO WE KEEP YOUR INFORMATION?](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

There’s often a legal and/or business reason for keeping your information for a set period, as stated in our retention schedules. These are available on request.

**Security**

We are committed to ensuring that your personal data is secure. To prevent unauthorised access or disclosure, we have put appropriate technical and organisations measures in place to safeguard your information. Christ Church Belper assures this by complying with relevant security best practice standards.

If a data breach does occur, we will do everything in our power to limit the damage and comply with the [Information Commissioner’s](https://ico.org.uk/) guidance. In the case of a high-risk data breach, and depending on the circumstances, we will inform you about the remedial actions to prevent any further damage. We will also inform the Information Commissioner’s Office of qualifying data breaches.

Employees and temporary workers are required to follow policies and procedures and complete mandatory annual training to understand data protection and information security.

[YOUR PERSONAL DATA WILL NOT BE USED FOR ANY AUTOMATED DECISION MAKING WITHOUT ACCESS TO HUMAN INTERVENTION](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

Your personal data will not be used for any automated decision making without access to human intervention.

[YOUR RIGHTS](https://www.churchofengland.org/more/terms-and-conditions/national-church-institutions-privacy-notice#na)

You have the following rights regarding your personal data:

1. The right to be informed
2. The right to access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object