



The Peterborough Diocesan Board of Finance Privacy Notice for E-Bulletin (Mailings) Only

1. Your Personal Data – what is it?

Personal Data is defined as “any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.¹

1.1 Special Categories of Personal Data

Certain data are classified under data protection legislation as “special categories”. These are:

- Racial or ethnic origin
- Political opinions
- Religious beliefs
- Trade-union membership
- Genetic data
- Biometric data
- Health data
- Sexual orientation
- Data concerning a data subject's sex life.

2. Who are we?

The Church of England comprises many different charities and office holders; it is a community rather than an organisation. The Diocese of Peterborough itself is made up of multiple charities – one of which is the Peterborough Diocesan Board of Finance (referred

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/what-is-personal-data/what-is-personal-data/>

to as the PDBF throughout the remainder of this document). The PDBF is the legal entity through which many of the diocesan responsibilities and functions are achieved.

The PDBF is a 'data controller' – this means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PDBF complies with its obligations under the General Data Protection Regulation (GDPR) by:

- Keeping personal data up-to-date
- Storing personal data securely
- Not collecting or retaining excessive amounts of personal data
- Protecting personal data from loss, misuse, unauthorised access and disclosure
- Ensuring that appropriate technical measures are in place to protect personal data
- Ensuring that personal data is destroyed securely when it is no longer required.

The PDBF offers a number of e-bulletins to you. These e-bulletins enable you to keep up-to-date with news, events, activities and services happening throughout the Diocese of Peterborough.

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

The legal basis for the processing undertaken during the administration of the e-bulletin mailing list(s) is the explicit consent of the data subject.

5. Sharing your personal data

The e-bulletin is administered through MailChimp, and therefore your personal data will be provided to them, by you, at the point at which you sign up to receive the mailing(s). You can find out about their privacy notice here – <https://mailchimp.com/legal/privacy/>.

We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

Your personal data will be retained for as long as you wish to subscribe to the mailing(s). You can unsubscribe from the mailing(s) at any time.

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 PDBF holds about you

- The right to request that the PDBF 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 PDBF to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provides the data subject with his/her personal data and (where possible/applicable) to transmit that data directly to another data controller (known as 'the right to data portability'). *Please note that this only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject, and in either case where the data controller processes the data by automated means.*
- 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. *Please note this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority), direct marketing and processing for the purposes of scientific/historical research and statistics.*
- The right to lodge a complaint with the Information Commissioner's Office.

8. Transferring personal information outside the European Economic Area

The PDBF will not transfer your personal information to countries outside the European Economic Area.

9. Automated decision-making

We do not envisage that any decisions will be taken about you based solely on automated decision-making, including profiling. However, we will notify you in writing if this position changes.

10. Further processing

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, where we will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior-consent to the new processing.

11. Contact details

To exercise all relevant rights, queries or complaints in the first instance, please contact Susan Ratcliffe at The Diocese of Peterborough, The Diocesan Office, The Palace, Peterborough, PE1 1BA or via sue.ratcliffe@peterborough-diocese.org.uk.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email – <https://ico.org.uk/global/contact-us/email/>. You also write to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

12. Changes to this Privacy Notice

We keep this Privacy Notice under regular review and we will place any updates on this web page: <https://www.peterborough-diocese.org.uk/main/privacy-policy>.