



PRIVACY NOTICE FOR E-BULLETIN ONLY The Chelmsford Diocesan Board of Finance (CDBF)

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”.

Special Categories of Personal Data

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

- Racial
- Ethnic origin
- Political Opinions
- Religious Beliefs
- Trade-union membership
- Genetic Data
- Biometric Data
- Health Data
- Data concerning a natural person's sex life
- Sexual orientation

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 Chelmsford itself is made up of multiple charities, one of which is the Chelmsford Diocesan Board of Finance (referred to as the CDBF throughout the remainder of this document). The CDBF is the legal entity through which many of the diocesan responsibilities and functions are achieved.

The CDBF 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 CDBF complies with its obligations under the “GDPR” by:

- keeping personal data up to date; by storing it securely;
- by not collecting or retaining excessive amounts of data;
- by protecting personal data from loss, misuse, unauthorised access and disclosure;
- by ensuring that appropriate technical measures are in place to protect personal data;
- by ensuring that data is destroyed securely when it is no longer required.

The CDBF offers a monthly e-bulletin to subscribers. This enables the subscriber to keep up to date with news, events, activities and services happening throughout the Diocese of Chelmsford.

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 is 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 e-bulletin. 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 e-bulletin. You can unsubscribe from the e-bulletin 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 CDBF holds about you;
- The right to request that the CDBF 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 CDBF to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request 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), (where applicable) *[note 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 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) *[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 Commissioners Office.

8. Transferring personal information outside the European Economic Area

The CDBF 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 and setting 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 Nathan Whitehead at 53 New Street, Chelmsford CMI IAT; dataprotection@chelmsford.anglican.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.

12. Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page: www.chelmsford.anglican.org/privacy