



The Church of England  
in Essex and East London  
Diocese of Chelmsford

## **The Chelmsford Diocesan Board of Finance Retreat House Privacy Notice**

### **Introduction**

The Retreat House at Pleshey is overseen by the Chelmsford Diocesan Board of Finance and offers a range of options for periods of stillness, quiet or silence. It accommodates individuals or groups on retreat who wish to get away from the busyness of life for a short period of time.

This privacy notice applies to all personal data, including special or sensitive personal data, processed by the CDBF (“CDBF”, “we”, “our”) in relation to guests at the Retreat House, the Friends of Pleshey, regular donors, suppliers and other regular contacts (“you”, “your”).

Your personal data may be processed by members of diocesan staff or volunteers for purposes connected with retreat house business including the following: -

- To administer guest and membership records;
- To fundraise and promote the interests of the retreat house;
- To maintain our own accounts and financial records (including the processing of gift aid applications);
- To inform you of news, events and activities happening at the retreat house;

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

We process your personal data as part of your contractual obligation with us, to fulfil our legal obligations or in the course of our legitimate activities as a not-for-profit body with a religious aim.

### **Sharing your personal data**

Personal data may be shared with YellowSpring, who provide backup services for our data. Otherwise, we will only share your data with third parties with your consent.

### **How long do we keep your personal data?**

We retain the personal data of retreat house guests for seven years since the date of your last stay with us.

We retain the personal details of members of the Friends of Pleshey and other donors for the duration of their membership plus seven years for accounting purposes.

We retain the personal data of suppliers for the duration of our contract plus seven years for accounting purposes.

## **Your rights and your personal data**

Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you
- request rectification of your personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

## **Transferring personal information outside the European Economic Area**

The CDBF will not transfer your personal information to countries outside the European Economic Area. Where data transfer is required separate consents will be sought.

## **Complaints**

If you believe that the CDBF has not complied with your data protection rights, please contact our data protection coordinator. You also have the right to complain to the UK Information Commissioner's Office ("ICO") at any time. The ICO is the UK supervisory authority for data protection issues and contact details can be found on the ICO website [www.ico.org.uk](http://www.ico.org.uk)

## **Changes to this privacy notice**

The CDBF reserves the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on this web page: <https://www.retreathousepleshey.com/>

**How to Contact us**

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection coordinator, Nathan Whitehead, through one of the following ways:

Mail:           The Chelmsford Diocesan Board of Finance  
                  53 New Street  
                  Chelmsford  
                  Essex, CM1 1AT

Telephone:   01245 294412

Email:         [dataprotection@chelmsford.anglican.org](mailto:dataprotection@chelmsford.anglican.org).