

## **DATA PRIVACY NOTICE**

### **Bradford Cathedral**

#### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. With effect from 25 May 2018 the processing of personal data will be governed by the General Data Protection Regulation (the 'GDPR').

#### **2. Who are we?**

Bradford Cathedral is the data controller (contact details below). This means that we decide how your personal data is processed and for what purposes.

#### **3. How do we process your personal data?**

Bradford 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.

We will use your personal data for the following purposes: -

- To administer membership and supporter records;
- To fundraise and promote the interests of Bradford Cathedral;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of the news, events and activities of Bradford Cathedral;
- To share your contact details with Bradford Cathedral Staff, Chapter members and selective volunteers.
- To compile anonymised data for statistical purposes, shared within the Church of England.

#### **4. What is the legal basis for our processing of your personal data?**

. Legitimate Interest is the basis for holding personal data for anyone with whom the Cathedral does business with including, but not exclusively, baptisms, weddings, funerals, special services and events.

. Legal Interest is the basis for holding personal data for anyone with whom the Cathedral has a contract (eg hire of space) or for anyone on the Electoral Roll.

- Explicit consent of the data subject so that we can keep you informed about news, events and activities and process your gift aid donations and payments for services and products.
- In the case of volunteers and employees, processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -

I. the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

II. there is no disclosure to a third party without consent.

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with Authorised Staff, the Cathedral Foundation and selected volunteers to carry out our charitable aims and objectives. We will only ever share your data with third parties outside of the Church of England with your prior explicit consent.

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

We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required. Specifically, we retain financial information i.e. gift aid declarations, donations, payments and associated paperwork for up to 6 years after the calendar year to which they relate. We also retain relevant personal data indefinitely, under our Safeguarding Policy and Procedures.

## **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 Bradford Cathedral holds about you;
- The right to request that Bradford Cathedral 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 Bradford Cathedral to retain such data;
- Where the lawful basis of our processing of your personal data is by consent, the right to withdraw your consent to the processing at any time.
- 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 lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data 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 before it takes place.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please, in the first instance, contact the Chief Operations Officer, Bradford Cathedral, Stott Hill, Bradford BD1 4EH or [info@bradfordcathedral.org](mailto:info@bradfordcathedral.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.

This document will be reviewed and revised periodically by Bradford Cathedral Chapter and particularly during the first year following the new regulations coming into force on 25 May 2018.

*Approved by Bradford Cathedral Chapter on 21 May 2018*