CENTRAL CONTENTS REGISTER

Privacy Notice

This notice explains how your personal data is managed by the National Church Institutions (NCIs), and your rights with respect to that data.

1. **Data controller(s)**

The data controller is:

Church Commissioners

Church House
Great Smith Street
London
SW1P 3AZ

1. **Why we collect and use your personal data**

1) To enable us to place your entry in the “Available” or “Wanted” sections of the Register;

2) To enable us to place your entry in the “Diocesan Furnishings Officers” or “Suppliers of Church Furnishings and Other Useful Contacts” sections of the Register;

3) To enable us to create and maintain the Central Contents Register, and the mailing list for distribution.

4) To enable potential buyers to contact sellers or vice versa.

1. **The categories of personal data we collect:**

**Personal data provided by you:**

Your contact details e.g. title, name, address, email address, telephone number. We also collect data on your religious belief, if this is revealed by your title or other contact details.

Please note: if you only want to be included in the mailing list to receive the Register by email, you only need to supply an email address. If you want to receive a hard copy of the Register, you would need to supply a name and postal address.

If you want to place an entry in the “Available” or “Wanted” sections of the Register, you need to supply details of a named contact, as well as address details. However, this could simply be “The Administrator, Church Office, Email: St Xxxx@yyy , Tel: 012345”.

It is important that the personal data we hold is current and correct, so please do let us know if there are any changes to your details.

1. **The lawful basis for using your information**

We rely on your written consent to process your data. You can withdraw this consent at any time by contacting Vivienne Chick at the contact address shown on the covering letter/email.

The named contact’s details e.g. title, name, address, email address, telephone number, which have been provided by you will be used by us on the basis that you have the individual’s consent and that you have informed them of their inclusion in the register. If the person contacts us to withdraw such consent, we will be obliged to remove their details.

1. **Who we collect from or share your information with:**

We collect your personal data directly from you, or from your organisation which has provided your details as the “named contact”.

If you have an entry in the Register, your details of the named contact’s details will be shared with all the recipients of the Contents Register.

If you are only on the distribution list, the personal data provided by you will not be shared.

1. **Your personal data will not be sent to countries outside the EEA without your consent, and with necessary safeguards.**
2. **How long do we keep your information?**

Your personal data will be kept for administrative use for 6 months after you have unsubscribed from the Register.

1. **Your rights regarding your personal data**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data:

* The right to request a copy of your personal data which the Commissioners hold about you;
* The right to request that the Commissioners correct any personal data if it is found to be inaccurate or out of date;
* The right to request that personal data is erased where it is no longer necessary for the Commissioners to retain such data;
* 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 withdraw consent for the Commissioners to process your personal data;
* The right not to have any automated decision making without access to human intervention;
* The right to lodge a complaint with the Information Commissioners Office.
1. **Complaints or concerns**

If you have any queries or complaints regarding the Register, or wish to make changes to your details, please contact Vivienne Chick at the address shown on the covering letter/email.

To exercise all relevant rights, please contact gdpr@churchofengland.org.

If your query or complaint is not satisfactorily dealt with, please contact the Data Protection Officer at gdpr@churchofengland.org.

You can also 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.