

Central Readers' Council – Data Privacy

The Central Readers' Council aims to advance the religious and other charitable work of the Church of England by supporting the training, education and development of Readers for their ministry. We collect and use personal data solely for this purpose.

What is personal data?

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, or likely to come into, the possession of the Central Readers' Council. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

This data is maintained by dioceses, or centrally, where information has been received directly, such as when registering for magazine subscriptions, the Readers' Forum, conferences or events.

For members of staff we collect personal data and maintain personnel records in line with statutory requirements and best practice.

How is this personal data used?

The Central Readers' Council 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 use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of Readers of the Church of England and Church in Wales
- To maintain our own accounts and records, including complying with legal obligations
- To inform you of news, events and activities
- To distribute *The Reader* magazine
- To administer the Reader Forum and Reader social media platforms
- To manage our employees and volunteers.

Sub-contractors of the Central Readers' Council may be given access to data for specific tasks, such as mailing copies of *The Reader* magazine on our behalf. They are not allowed to use it for any other purpose. Your personal data is not provided by us for use by any other organisations.

The Central Readers' Council holds and processes personal data that is necessary for the purposes of its legitimate interests as a not-for-profit body with a religious aim where the processing relates only to members, former members and those who have regular contact with it in connection with those purposes, and there is no disclosure to a third party without consent.

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What rights do you have over your personal data?

You have the right to: -

- Request a copy of the personal data which the Central Readers' Council holds about you
- Request that the Central Readers' Council corrects any personal data if it is found to be inaccurate or out of date
- Request that your personal data is erased where it is no longer necessary for the Central Readers' Council to retain it
- Lodge a complaint with the Information Commissioners Office.

If we wish to use your personal data for a new purpose, not covered by this Data Protection 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.

How long do we keep your data?

We normally archive contact data after Readers' cease to be active. Occasionally Readers become active again or there may be legitimate historical enquiries, and if we no longer had their records we would be unable to respond appropriately. However, we will delete any former contact's details entirely, on request, subject to the need to retain information relating to sanctions and disciplinary matters.

Archived news articles, whether on the Website, or in *The Reader* magazine (both printed and online), will not usually be deleted.

Other data, such as that relating to accounting or personnel matters, is kept for at least the legally required or recommended period.

Who do I contact?

To exercise any rights, or raise queries or complaints, contact the Secretary of the Central Readers' Council (current contact details can be found on the Readers' Website).