

Essex Clergy Charity Corporation (ECCC)

Soon to be known as *The Charity for Licensed Ministers in the Diocese of Chelmsford (LMDC charity)*

DATA PRIVACY NOTICE

The Charity Trustees

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. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Officers of the charity are the data processors (contact details below). They work within policies set by the Trustees. This means the Trustee Body (the data controller) decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Trustee Body of the charity 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 administer the charity well, keeping the Trustee Body informed and up to date
- To inform those who may be eligible for grants that the charity is open to applications
- To keep the deaneries of the diocese and the deanery representatives, and, through them, the parishes, informed of the activities of the charity
- To enable the charity to receive applications for grants, distribute grants and keep records in accordance to the regulations of the Charity Commission and HMRC
- To promote the charity in the diocese and raise funds on its behalf

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services offered by the charity.
- Processing necessary for carrying out our legal obligations, with regards to grants made, in relation to the Charity Commission and HMRC;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious, philanthropic or trade union aim provided: -
 - the processing relates only to trustees and grant recipients (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent, other than around our audit rules.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the trustees and the officers for purposes connected with the charity. We will only share your data with third parties outside of the charity with your consent.

6. How long do we keep your personal data?

We keep data

- *either* for the period you are in office if you receive communication from us because of the office you hold (e.g. a trustee, a deanery rep, an area dean or a deanery lay chair)
 - *or* for seven years from the last grant made as required by the Charity Commission and HMRC if you are the recipient of one or more grants from the charity
-

- or for as long as we have your consent to do so if you have made a donation to the charity or wish to receive communication about the activities of the charity with a view to future donations

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 officers of ECCC holds about you;
- The right to request that the officers of ECCC 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 officers of ECCC 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) [*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) [*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. Further processing

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.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact one of the Officers of ECCC

- Revd Canon N. Martin Wood (secretary), mwood@chelmsford.anglican.org
- Revd Paul Greenland (treasurer), PaulHGreenland@care4free.net
- Revd Simon Law (assistant secretary), simon@revlaw.co.uk

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.