

## **Consultation for the Safeguarding Structures Reform Programme - Privacy Notice**

This privacy notice is provided by the Archbishops' Council to explain what to expect when we collect and process your personal information in accordance with the UK GDPR and the EU General Data Protection Regulation (GDPR).

### **Data controller(s)**

The data controller is:

The Archbishops' Council  
Lambeth Palace  
London  
SE1 7JU

For further information please go to:

[Archbishops' Council | The Church of England](#)

### **Why we collect and use your personal data**

Personal information is collected for the following purpose:

- To allow the Safeguarding Structures Reform Programme Team working as part of the Archbishops' Council to contact you about your submission via email.

### **The categories of personal data we collect:**

The information we process for this purpose is:

- Name
- Email address
- Role/Organisation

### **Special category data**

We may process religious belief data if you provide your role or organisation that indicates religious belief.

Please note that once the consultation closes, your personal data will be removed by the Safeguarding Structures Reform Programme Team and an anonymised version of the will be retained for reporting and archiving purposes.

### **The lawful basis for using your information**

We collect and use personal data under the following lawful basis:

#### Personal data

- Consent
- Explicit Consent

You may withdraw your consent at any time by contacting us using the details in section 8; this right is limited by the anonymisation process, once the data is anonymised consent can no longer be withdrawn because individual data subjects are not identifiable.

#### **Who we collect your information from or share your information with:**

We collect your information directly from you, the data subject. If you agree to be contacted with regards to your submission we will contact you using the email address you have provided.

We will not share your personal data with any other person or organisation.

All anonymised submissions received will be scrutinised by the Safeguarding Structures Reform Programme Team working as part of the Archbishops' Council, along with information provided by the National Church for the development of a confidential and anonymised report for the purposes of refining the Authority.

#### **Your personal data will not be sent to countries outside the UK/EEA.**

#### **How long do we keep your information?**

Your personal data will be retained until the end of December 2026. After this all submissions will be completely anonymised .

#### **Your rights**

You have the following rights regarding your personal data:

- The right to be informed about any data we hold about you;
- The right to request a copy of your personal data which we hold about you;
- The right to withdraw your consent at any time; this right is limited by the anonymisation process, once the data is anonymised consent can no longer be withdrawn because individual data subjects are not identifiable
- The right to request that we correct 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 us 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;

To exercise these rights, please contact the Data Protection Team using the contact information provided below. The NCIs Individual Rights Policy is available on request.

### **Complaints or concerns**

If you have any queries regarding this processing activity, please contact, in the first instance, James Butterworth - [james.butterworth@churchofengland.org](mailto:james.butterworth@churchofengland.org)

If you have any concerns or queries about how the Archbishops' Council and the Safeguarding Structures Reform Programme Team handle your personal data, please contact the Data Protection Officer at: [gdpr@churchofengland.org](mailto:gdpr@churchofengland.org) or online at: [National Church Institutions data protection | The Church of England](#) or Tel: 020 7898 1030.

You have the right to make a complaint at any time to the Information Commissioner online at: [Your personal information concerns | ICO](#), or by phone on 0303 123 1113 (local rate).