**Diocese of Southwark**

**Event attendee privacy notice**

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

“Personal Data” is any information relating to an identified or identifiable natural living person, commonly referred to as the ‘data subject’. Identification can be by the information alone or in conjunction with any other information that the data controller may possess or be likely to obtain. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 & The Privacy and Electronic Communications Regulations (PECR).

**2. Who are we?**

This Privacy Notice is provided to you by the Diocese of Southwark which is the data controller. This means it decides how your personal data is processed and for what purposes. The Diocese of Southwark may work with external organisations who provide services for events, and we will need to share the personal data we hold (including dietary or access requirements) with them so that they can carry out their responsibilities. Any external organisation we work with is a joint data controller which means that they are also responsible to you for how we process your data.

1. **How do we process your personal data and what is the legal basis of processing your data?**

Where your Diocesan role requires or where you have consented to receive communications relating to an event, the diocese will process your personal data for the following purposes:

* To reserve a place for you at the event(s) you desire to attend
* To provide you with information about the event(s) for which you have registered, that includes event updates, and possible changes, cancellation or similar information
* To provide you with information about accessibility, transportation, parking, etc. that may impact on your attendance to the event
* To fulfil and monitor our legal responsibilities, for example, under public safety legislation
* To communicate with you about other events, news, and opportunities in the diocese.

Where you have taken part in one of our events or activities and where you have given consent

* + We may use photographs in which you are identifiable to promote the activities of the Diocese
  + We may seek and process your views, feedback or comments

Where you are working on behalf of the Diocese we process

* + contact details such as names, titles, aliases, telephone numbers, addresses, email addresses, job title, dietary and access requirements
  + records of communications sent to you by the Diocese or that we receive from you in relation to an event you will attend/have attended.

The data we process is likely to constitute special category (sensitive) personal data because, as a church, the fact that we process your data at all may be suggestive of your religious beliefs. Where you provide such information, we may also process other categories of special category personal data.

**Video conferencing**

When using video conferencing applications, such as Zoom and Microsoft Teams, personal data such as your IP address and device name may be collected by the companies who own these applications in order to schedule and create a record of meetings, improve and tailor your experience when using these applications. Where video conferencing applications are used to record meetings, personal data captured within the recording are stored within the cloud service owned by that company. Where recording is taking place, you will be notified at the beginning of or as you enter the recording session.

Data held and used by the Diocese are compliant with UK Data Protection laws. Personal data stored by a service provider within the cloud may be stored outside of the European Economic Area.

1. **Sharing your personal data**

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you give us your prior consent.

We may share some of the information with external organisations providing services for the event you are attending, in particular we may share your information (including dietary & access requirements) with a venue and/or catering service if you are attending an event where catering is offered. The information shared will only be used to provide the service required and will not be retained by these external organisations after the event is concluded.

1. **How long do we keep your personal data?**

We keep data in accordance with the guidance set out in “Save or Delete: the Care of Diocesan Records” which is available from the Church of England [here](https://www.churchofengland.org/more/libraries-and-archives/records-management-guides). We will keep some records permanently if we are legally required to do so.

Where you are working on behalf of the diocese, we will keep details you have provided regarding dietary and access requirements on our systems to facilitate preparation for future events you attend.

Where we no longer need to process your personal data for the purposes set out in the Privacy Notice, we will delete your personal data from our systems.

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

To exercise your rights, please send your request to us in writing (using the contact details below). When exercising your rights listed below, in order to process your request, we may need to verify your identity for your security.

In such cases we will need you to respond with proof of your identity before you can exercise these rights:

* The right to access information we hold on you
* The right to correct and update the information we hold on you
* The right to have your information erased: *In the case that you request that we erase the data we hold, we will confirm whether the data has been deleted or the reason why it cannot be deleted (e.g. because we need it for our legitimate interests or a regulatory purpose).*
* The right to object to processing of your data*.*
* The right to data portability*.*
* The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
* The right to object to the processing of personal data where applicable.
* The right to lodge a complaint with the Information Commissioner’s Office.

1. **Transfer of Data Abroad**

The UK is a third country outside the European Economic Area (EEA). Any electronic personal data transferred either to countries or territories inside the European Economic Area (EEA) or to other third countries, will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the United Kingdom. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas. We take all reasonable steps to ensure that your personal data is processed securely and will only transfer your personal data outside the United Kingdom where it is compliant with applicable data protection legislation or is part of a contract with specific individuals or organisations and the means of transfer provides adequate safeguards in relation to your personal data.

1. **Further processing**

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

1. **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise all relevant rights, queries or complaints to The Data Protection Lead Email: [data@southwark.anglican.org](mailto:data@southwark.anglican.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.