

DATA PRIVACY NOTICE

COVENTRY DIOCESAN CURSILLO

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 Secretariat of the Coventry Diocesan Cursillo, contact details below (Item 9). This means Coventry Diocesan Cursillo decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Secretariat of the Coventry Diocesan Cursillo, complies with its obligations under the "GDPR" by: -

- keeping personal data up to date;
- storing and destroying it securely;
- not collecting or retaining excessive amounts of data;
- protecting personal data from loss, misuse, unauthorised access and disclosure
- ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To promote the interests of Coventry Diocesan Cursillo
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To inform you of news, events, activities and services running within Coventry Diocesan Cursillo.
- To enable the sending of Palanca messages during Cursillo weekends.
- Where permission is granted, to share your contact details with the parent body, the British Anglican Cursillo Council (BACC), for the sending of information relevant to an office held in BACC.

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 and keep you informed about Coventry Diocesan Cursillo events.
- Processing is necessary for carrying out legal obligations in relation to Gift Aid
- Processing is carried out by the not-for-profit body with religious aim provided: -
 - ❖ the processing relates only to current members
 - ❖ there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of Coventry Diocesan Cursillo to carry out a service to other Coventry Diocesan

Cursillo members or for purposes connected with Coventry Diocesan Cursillo. We will only share your data with third parties outside of Coventry Diocesan Cursillo with your consent.

6. How long do we keep your personal data?

Specifically, we retain membership data while you wish to be included as a member within Coventry Diocesan Cursillo. We are obliged to keep Gift Aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate. The register is available to all Coventry Diocesan Cursillo members in printed or electronic format; the information replaces all previous versions which are instructed to be deleted.

7. Your rights and your personal data

You have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Coventry Diocesan Cursillo Secretariat holds about you;
- The right to request that the Coventry Diocesan Cursillo Secretariat 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 Coventry Diocesan Cursillo Secretariat to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller (Coventry Diocesan Cursillo Secretariat) 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 of complaints please in the first instance contact Brenda Reeves, a Trustee of Coventry Diocesan Cursillo, at 38 John Simpson Close, Wolston, Coventry, CV8 3HX E-mail:bacc@covcursillo.org.uk